



**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
HELD AT BANWELL YOUTH & COMMUNITY CENTRE  
AT 7:30pm ON MONDAY 20<sup>th</sup> MAY 2024**

**PRESENT:** Councillors: Simon Arlidge, Mike Bailey, Paul Blatchford, Steve Davies, Paul Harding, Nick Manley, Maggie McCarthy, Matthew Thomson, Tara Wright and Steve Voller.

**IN ATTENDANCE:** Mrs Liz Shayler (Clerk)  
**WARD COUNCILLOR:** Cllr Tristam  
**AVON & SOMERSET POLICE:** None  
**MEMBERS OF THE PUBLIC:** None

**Before the meeting was convened, members of the public were invited to speak.**

**Members of the public**

No members of the public were present.

**Community Beat Manager's report.**

No PCSO was present, and no report had been received.

For up-to-date information residents can keep in touch via the Avon & Somerset website or follow them on social media, Facebook "Weston & Worle police" or Twitter "ASPNorthSom". Residents were asked if they see anything suspicious in the area or would like to talk to local officers, please call 101 or 999 in an emergency, they can also report anonymously to Crimestoppers on 0800555111.

**Ward Councillor's report**

Cllr Tristam had no Banwell Items report.

**The meeting was convened.**

**067/24 To elect a Chairman of the Parish Council for 2024/25 (agenda item 1)**

**Resolved** – To elect Cllr Paul Harding as Chairman of the Parish Council for 2024/25

**The resolution was correctly proposed and seconded (unanimous)**

Cllr Harding read and signed the declaration of acceptance of office.

Cllr Harding began by thanking Cllr Blatchford for his time as Chairman.

**068/24 To elect a Vice Chairman of the Parish Council for 2024/25 (agenda item 2)**

**Resolved** – To elect Cllr Steve Voller as Vice Chairman of the Parish Council for 2024/25

**The resolution was correctly proposed and seconded (unanimous)**

Cllr Voller read and signed the declaration of acceptance of office.

**069/24 To receive apologies for absence (agenda item 3)**

Apologies were received from Parish Councillors Kevin Gibbons & Kelly Smith.

**070/24 To appoint Members to Committees and Working Groups for 2024/25 (agenda item 4)**

**Resolved** – To appoint the following Members to Committees and Working Groups for 2024/24.

<b>Planning</b>	<b>Youth and Community Centre</b>
Cllr Arlidge	Cllr Harding
Cllr Blatchford	Cllr Manley
Cllr Davies	Cllr McCarthy
Cllr Harding	Cllr Thomson
Cllr Manley	Cllr Wright
Cllr Thomson	
<b>Employment</b>	<b>Appeals</b>
Cllr Arlidge	Cllr Bailey
Cllr Blatchford	Cllr Davies
Cllr Harding	Cllr Thomson
Cllr McCarthy	
<b>Cemetery &amp; Memorials Working Group</b>	<b>Banwell Sustainability Working Group</b>
Cllr Blatchford	Cllr Arlidge
Cllr Davies	Cllr Bailey
Cllr Gibbons	Cllr Harding
Cllr Harding	Cllr Thomson
Cllr McCarthy	Cllr Smith
John Keate (co-opted)	Cllr Voller
	Cllr Wright
<b>Wolvershill Development Liaison Group</b>	<b>Wolvershill Development Working Group</b>
Chairman of the Parish Council	Cllr Arlidge
Vice-Chairman of the Parish Council	Cllr Bailey
Chairman of the Planning Committee	Cllr Blatchford
	Cllr Harding
	Cllr Manley
	Cllr Thomson
	Cllr Voller

**The resolution was correctly proposed and seconded (unanimous)**

**071/24 To appoint members of outside bodies for 2024/25 (agenda item 5)**

**Resolved** – That the following members be appointed as the Parish Council’s representatives on outside bodies in 2024/25 in accordance with the following schedule: -

<b>Outside Body</b>	<b>2024/24 Representatives</b>
ALCA North Somerset Group	Cllr Harding & Cllr McCarthy
Banwell Allotment Society	Cllr Smith
Banwell in Bloom	Cllr Thomson
Banwell Scouts Association	Cllr Thomson / Cllr Smith
Banwell School Community Governor	Cllr Wright
Banwell Village Hall Management Committee	Cllr Smith
Churchill and Langford Minibus Society	Cllr Gibbons
Parochial Church Council	Cllr McCarthy
NSC Standards Sub-Committee	Cllr Harding
Winscombe & Banwell Patient Participation Group	Vacancy
<b>Other</b>	
Defibrillator Guardians	Cllr Manley

Weekly Visual Checks of Play Areas	Cllr Harding, Cllr Gibbons & Cllr Thomson
Vehicle Activated Speed Sign	Cllr Harding & Cllr Thompson

**The resolution was correctly proposed and seconded (unanimous)**

**072/24 To receive members' declarations of interest on any agenda item (agenda item 6)**

No declarations of interest were received.

**073/24 To approve as a correct record, the minutes of the Parish Council Meeting on the 17<sup>th</sup> of April 2024 (agenda item 7)**

**Resolved** – That the minutes of the Parish Council Meeting held on the 15<sup>th</sup> of April 2024 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous with 1 abstention)**

The minutes of the meetings signed by the Chairman as a correct record.

**074/24 To note the following minutes.**

- i) **Parish Assembly held on the 25<sup>th</sup> of April 2024**
- ii) **Planning Committee Meeting held on the 8<sup>th</sup> of May 2024**
- iii) **Youth & Community Centre Meeting held on the 8<sup>th</sup> of May 2024**

The minutes above were noted.

**075/24 To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (agenda item 9)**

**Resolved** – To approve all Banwell Parish Council Committee and Working Party Terms of Reference.

**The resolution was correctly proposed and seconded (unanimous)**

**076/24 To approve the following documents (agenda item 10)**

- (i) **Calendar of Meeting dates**

**Resolved** – That the Calendar of Meeting dates for 2024/2025 be approved with an amendment to May 2025 from the 12<sup>th</sup> to the 19<sup>th</sup>.

**The resolution was correctly proposed and seconded (unanimous)**

- (ii) **Updated Strategic Plan Action Plan and indicative To-do-list.**

**Resolved** – That the updated Strategic Plan Action Plan and indicative to-do-list be approved with the to-do-list linked using the Action Plan numbering to each of the items.

**The resolution was correctly proposed and seconded (unanimous)**

- (iii) **Standing Orders**

**Resolved** – That the Standing Orders be approved.

**The resolution was correctly proposed and seconded (unanimous)**

**077/24 To review and approve all Banwell Parish Council Policy and Procedures (agenda item 11)**

**Resolved** – To approve all Banwell Parish Council Policy and Procedures with amendments to the following.

- Acceptable use – the addition of ‘all Parish Council documents/files to be stored on One Drive’.
- Accessibility Statement – Appendix 1 remove 2<sup>nd</sup> link form ‘accessibility links’ and a change name of impaired users link from ‘Browsealoud’ to ‘Reachdeck’.
- Flag Flying Policy – Page 1 – change from Her to His Majesty’s Forces
- Grant Awarding Policy – Purpose 3 addition of ‘in exceptional circumstances’.
- Home Working – Para 6 – updated link to the HSE Risk Assessment tool.
- Noticeboards – Add within Authority to use – ‘ideally in hard copy form and email’.
- Protocol for the Death of a Senior National Figure – Remove Annexe 3.

**The resolution was correctly proposed and seconded (unanimous)**

**078/24 To note the training and events available and agree any attendance (agenda item 12)**

i) **£70 + VAT ALCA SLCC Agendas and Minutes 30th July & 6th August.**

**Resolved** – To approve £70 for the Admin Officer.

**The resolution was correctly proposed and seconded (unanimous)**

ii) **£50 SLCC Creating Accessible Documents 18<sup>th</sup> November.**

**Resolved** – To approve £100 for the Communications and Admin Officers to attend Creating Accessible Documents.

**The resolution was correctly proposed and seconded (unanimous)**

iii) **£75 Nailsea Town Council ‘Practical Project Management’ 9<sup>th</sup> July**

**Resolved** – To approve £75 for the Clerk to attend Practical Project Management.

**The resolution was correctly proposed and seconded (unanimous)**

iv) **ALCA e-learning on nimble**

v) **Communications Training via ALCA**

vi) **Finance Training via ALCA**

vii) **Various NALC Training**

viii) **‘Scribe’ Finance Training**

The rest of the available training was noted.

**078/24 To receive the Clerk’s report/Exchange of information (agenda item 13)**

i) **Civicy App**

The Clerk introduced a new asset management system which it was hoped will centralise all asset management, inspections, and support budget setting. The Parish Council have been accepted onto the Beta Programme which intitles the Council to free access for 1 year. The Clerk asked for volunteers to help upload assets.

ii) **£1000 grant from Winscombe Parish Council**

Thanks was given to Winscombe Parish Council for their £1000 donation to help maintain services at the Youth & Community Centre.

iii) **Jubilee Gate on East Street**

Thanks was given to Cllr Bailey who is currently restoring it.

iv) **Community Payback Team**

The community payback team would be visiting next on the 8<sup>th</sup> and 29<sup>th</sup> June.

v) **Away Days from Summer Lane Mobile Home**

The Community Support Worker (jointly financed by the Parish Council) has organised 'Away Days' to help reduce isolation on the Summer Lane community.

**079/24 To agree the date for the Community Picnic and any associated costs (agenda item 14)**

**Resolved** – To agree a date of Sunday July 14<sup>th</sup> at Banwell Village Hall from 11 until 4pm. With a budget of £250.

**The resolution was correctly proposed and seconded (unanimous)**

**080/24 To approve the following items of expenditure (agenda item 15)**

i) **£561.60 + VAT for Annual Scribe Accounts Subscription**

**Resolved** – To agree the cost of £561.60 +VAT for the Annual Scribe subscription.

**The resolution was correctly proposed and seconded (unanimous)**

ii) **The Insurance premium.**

**Resolved** – To agree the cost of £1819 for the annual insurance premium with Clear Councils for the next three years.

**The resolution was correctly proposed and seconded (unanimous)**

**081/24 To consider a request for £200 from Great Western Air Ambulance Charity (agenda item 16).**

**Resolved:** To agree a grant of £200 for Great Western Air Ambulance Charity.

**The resolution was correctly proposed and seconded (unanimous)**

**082/24 To note the Parish Council's end of April's net position, bank balances and bank reconciliation (agenda item 17)**

The Parish Council's end of April's net position, bank balances and bank reconciliation were noted.

**083/24 To agree regular standing order, direct debit and BACs payments made from the Unity bank account (agenda item 18)**

**Resolved:** To agree the following regular standing order, direct debit and BACs payments made from the Unity Bank account.

Method	Item	Frequency
SO	Clerk basic salary	Monthly
SO	Communications Officer basic salary	Monthly
SO	Administration Officer basic salary	Monthly
DD	Pension – NEST	Monthly
DD	YU – unmetered electricity streetlights	Monthly
DD	EDF – metered electricity YCC	Monthly
DD	Mainstream telephone & app for YCC	Monthly
DD	North Somerset – waste collection at YCC	Monthly
Card	Zoom	Monthly
DD	Lloyds Multipay Card fee	Monthly
DD	Multipay Card purchases	When requested
DD	Water-2-Business YCC	Quarterly
DD	Unity Trust Bank Charges	Quarterly
DD	Avantia gas Standing Charge	Quarterly
DD	Avantia LPG Delivery	When requested

DD	Rentokil-initial - YCC hygiene waste removal	Annually
DD	Information Commissioners Office - data protection	Annually
DD	TV Licence	Annually
VDD	Land Registry	When requested
CARD	Zoom	Monthly
CARD	Microsoft Accounts	Annually
BACS	HMRC	Monthly
BACS	JK Gardening - Grass Cutting / Village Orderly Contract	Monthly
BACS	Ambience Landscaping - Dog Bin Contract	Monthly
BACS	Insight Cleaning - YCC Cleaning Contract	Monthly
BACS	YMCA Dulverton - Youth Club Contract	Monthly
BACS	Banwell News – Quarterly newsletter and advert	Quarterly
BACS	GB Sport & Leisure - Play area operational inspections	Quarterly
BACS	Weston Rail Services - Street light Maintenance	Quarterly
BACS	Webglu - website maintenance and associated fees	Quarterly
BACS	Allotment payment to K Gunningham	Annually
BACS	JK Gardening (Grass Cutting etc...)	Monthly
BACS	Ambience Landscaping (Dog Bins)	Monthly
BACS	Insight Cleaning (YCC)	Monthly
BACS	YMCA Dulverton (Youth Club Provider)	Monthly
BACS	HMRC	Monthly
BACS	GB Sport & Leisure (Play area operational inspections)	Quarterly
BACS	Weston Rail Services (Street light Maintenance)	Quarterly
BACS	Webglu (website fees)	Quarterly

**The resolution was correctly proposed and seconded (unanimous)**

**084/24 To authorise bills for payment for May (agenda item 19)**

**Resolved:** To authorise the bills for payment sheet for May of £11,956.47. Cllr Blatchford and Cllr Harding to authorise the BACs payments.

**The resolution was correctly proposed and seconded (unanimous)**

**085/24 Dates of the next meetings (agenda item 20)**

- Monday 3rd of June, 7pm Planning Committee at the Youth and Community Centre (YCC)
- Monday 17th of June, 7pm Recreation Ground Trust (YCC)
- Monday 17th of June, 7:30pm Meeting of the Parish Council at the YCC

The Chairman closed the meeting at 20:34

.....Chairman

.....Date

**Bills for Payment - 20th April to the 15th May 2024**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power	
<b>Already Paid</b>						The Parish Council	
BACS	Tempest Photographer	ID Cards	£ 19.80	There are 2 MPAN numbers	Admin		
BACS	Vision North Somerset	Grant Awarded	£ 450.00		052/24		
BACS	ALCA	Annual Subscription (NALC & ALCA)	£ 813.84		051/24 (iii)		
BACS	Printhive	Policeperson sign	£ 270.00		051/24 (iv)		
DD	YU	Streetlight Power	£ 212.93		095/23		
DD	YU	Streetlight Power	£ 9.19		095/23		
DD	Mainstream	Phone and Broadband	£ 57.14		095/23		
DD	EDF	YCC Electricity	£ 40.01		095/23		
<b>To Pay</b>							
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		095/23		
BACS	Ambience Landscape	Dog Bin emptying	£ 648.07	095/23 & 036/24			
BACS	Insight Cleaning	YCC Cleaning	£ 232.00	095/23			
BACS	YMCA	Youth Club Sessions	£ 405.00	095/23			
BACS	Complete Weed Control	Weed Spray	£ 549.60	038/24			
BACS	GB Sport	Operational Inspection	£ 120.00	095/23			
BACS	DS Securities	Issue with door access system	£ 90.00	H & S			
BACS	Scribe	Annual Accounts Package	£ 673.92	Agenda Item			
BACS	Avon Armour	Annual Service of Automatic Door	£ 116.40	038/24			
BACS	Weston Rail Service	YCC PA Testing	£ 158.40	H & S			
BACS	Neil Merrick	Cookery Sessions	£ 171.15	189/23 (ii)			
BACS	Mike Bailley	Materials for Jubilee Gate	£ 51.93	Expenses			
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, food bank, office equipment, spring clean costs, ILCA, YCC misc items, washer/ dryer).	£ 1,295.96	various & 095/23			
BACS	Officer overtime & expenses	Overtime & expenses (rolls, milk, printer cartridges)	£ 635.03	189/23(i) & Admin			
SO	Officer Salaries	Officer Salaries	£ 2,744.25	E14/24			
DD	Nest	Pension contributions	£ 212.98	095/23			
BACS	HMRC	PAYE and NI	£ 926.03	095/23			
DD	North Somerset	YCC Waste Collection	£ 9.50	095/23			
			<b>Totals</b>				
			<b>£ 11,956.47</b>				

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023



# Banwell Parish Council

Banwell Youth & Community Centre,  
West Street, Banwell BS29 6DB  
Telephone: (01934) 820442

Email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)

**MEETING:** Wolvershill Development Liaison Group.  
**DATE & TIME:** Monday 3<sup>rd</sup> June 2024 at 10:30am.  
**LOCATION:** Banwell Youth & Community Centre.

**PRESENT:** Parish Councillors Paul Blatchford, Paul Harding, Nick Manley & Steve Voller representatives from North Somerset Council including Ellena Fletcher and Max Smith and representatives from the Bloor Homes developers with land interests at Wolvershill Jeff Richards, Ian Gazzard, Mike Kerton, Andrea Kellegher & Sarah Morgan.

**Also present:** Liz Shayler (Clerk).

Cllr Blatchford welcomed everybody.

WLG22/24 **To elect a chairman**

Cllr Harding was elected Chair of the Liaison Group.

WLG23/24 **To elect a vice-chairman**

Councillor Manley was elected Vice- Chair of the Liaison Group.

WLG24/24 **To receive apologies for absence**

No apologies were received.

WLG25/24 **To agree the minutes from the Wolvershill Development Liaison Group on the 11<sup>th</sup> of March 2024 (pages 1 & 2):**

**Resolved** – That the minutes of the Wolvershill Liaison Group held on the 11<sup>th</sup> of March 2024 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous with 1 abstention due to absence)**

The minutes of the meeting will be signed by the Chairman as a correct record.

WLG26/24 **To receive members' declarations of interest on any agenda item**

No declarations of interest were received.

WLG27/24 **Understanding the site.**

i) **Land Control**

This meeting was in relation to the land in the control of Bloor Homes.

ii) **Masterplan**

The Bloor Homes part of the Masterplan includes a Primary school, 4 residential areas, mobility hub, community hub, retail outlets, extra care living and green spaces including wetland led parkland and allotments.





They would appreciate feedback from the Working Group and Parish Council on their current indicative suggestions.

iii) **Access and Movement**

The current plan is still to close the north end of Wolvershill Road (over the motorway bridge) which will become an active travel and bus route only. Concern was raised that this may lead to increased traffic through historic Banwell to access Riverside and the M5. The current Local Plan identifies a M5 relief route which if delivered may alleviate this issue however there were still queries as to whether this was going to be delivered as it was not identified as part of the masterplan.

Bloor Homes understood the concerns of the Parish Council and present residents and have commissioned detailed traffic modelling to show the impact of the closure of the North of Wolvershill Road. Once the traffic modelling has been received it will be shared.

Wolvershill Road itself will be access only and the main route will go to the North of the current line of Wolvershill Road. There is a proposed cycle route from north to south which runs past the school. The adjacent to the school the plans have incorporated active travel routes and a one way drop of zone for parents.

iv) **Development Areas**

There are four-character areas proposed within the Bloor masterplan. These will align with the wider masterplan to ensure consistency across the wider area.

Starting in the South will be the Mendip Gateway which will take the design cues from existing Banwell character and materials. The new properties will have a more contemporary design and aesthetic. Including the local centre, this area will have the highest density housing with the buildings being up to 4 stories high. North of this character area is Moorland Neighbourhood which includes the primary school. This is separated from the adjacent settlements by a light / dark corridor. North of this is the third settlement, Silvermoor Neighbourhood. This will have a more rural aesthetic, less dense and includes a village green. Furthest North is the Wolvershill Gateway this will have the lowest density with a maximum of 2 stories.

Across the four areas, design codes will address property aesthetics and ensure continuity throughout the development, including the core road and settlement boundaries. This approach aims to create cohesion both within and between the character areas and the broader settlements.

v) **Education**

Proposed is a two-form entry school with the capacity to extend to three-form. Adjacent to the school the plans have incorporated active travel routes (cycle route and pedestrian access) and a one way drop of zone for parents.

vi) **Local Centre**

The Local Centre is split between two developers. The Bloor Homes section is to include a mobility hub, community hub, retail outlets and extra care living. The centre has been designed as a market square to enable community events / outside markets and is split between the two developers.

vii) **Green infrastructure.**

It is proposed, where possible to use green verges, tree-lined streets and rain gardens. Concern was raised about maintenance of these green areas / trees. The plan is for a maintenance company and there will be a surcharge on each household for upkeep.

Wildlife light and dark corridors are planned along with a proposed woodland area, nature parkland and allotments. To the far north of the site will be a restricted area which will be for conservation purposes.

viii) **Community Engagement**

There will be a consultation website and two consultation events one virtual, one face to face (location to be determined). This will be publicised across a variety of platforms.

All feedback from the session will inform ongoing work on the Wolverhill proposals to feed into the Masterplan preparation.

WLG28/24 **To get a brief update on the work started by Cllr Voller & Cllr Arlidge on a possible Community Energy Scheme.**

Cllr Voller gave a brief report of where they were in relation to possible Community Energy Schemes. It was agreed to consider this further within the Bloor Site.

WLG29/24 **Date of next meeting – TBD.**

DRAFT



## Minutes of the meeting of the Planning Committee held at Banwell Youth & Community Centre, 7pm on Monday 3<sup>rd</sup> of June 2024.

**PRESENT:** Councillors Nick Manley (Chairman), Simon Arlidge, Paul Blatchford, Paul Harding & Matthew Thomson.

**IN ATTENDANCE:** Liz Shayler (Clerk)

Cllr Manley welcomed everybody.

**Before the meeting was convened, members of the public were invited to speak.**

**Members of the public.**

No members of the public were present.

**The meeting was convened.**

**30/24 To elect a Chairman of the Planning Committee.**

**Resolved:** To elect Cllr Nick Manley as Chairman of the Planning Committee for 2024/25

**The resolution was correctly proposed and seconded (unanimous)**

**31/24 To elect a Vice Chairman of the Planning Committee**

**Resolved:** To elect Cllr Paul Blatchford as Vice-Chairman of the Planning Committee for 2024/25

**The resolution was correctly proposed and seconded (unanimous)**

**32/24 To receive apologies for absence (agenda item 1)**

No apologies were received.

**33/24 To receive declarations of interest (agenda Item 2)**

No declarations of interest were received. Cllr Manley declared an interest in 7iii

**34/24 To approve as a correct record the minutes of the Planning Committee Meeting held on the 8<sup>th</sup> of May 2024 (agenda item 3)**

**Resolved** – That the minutes of the Planning Committee Meeting held on the 8<sup>th</sup> of May 2024 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous)**

The minutes of the meeting were signed by the Chairman as a correct record.

**35/24 To note and comment upon planning applications (agenda item 4).**

(i) **24/P/0943/FUH Withyhurst Riverside Banwell BS29 6EH.**

Proposed demolition of existing stable/store outbuilding and extension of existing residential annexe.

**Resolved:** to recommend refusal of this application for the following reasons.

- The existing development is not an annexe, and this application is for a new annexe. As such, the proposed self-contained annex by reason of its siting, size and attachment to the main dwelling house is not considered to be an extension to the dwelling that could be incorporated back into the main dwelling. The proposed annex would, therefore, be

tantamount to creation of a separate residential dwelling outside a settlement boundary, contrary to existing planning policies.

- The application site is in an area at risk from flooding and the application does not demonstrate that the proposal passes the Sequential and Exception Tests or include a satisfactory Flood Risk Assessment for a new residential dwelling.

**The resolution was correctly proposed and seconded (unanimous)**

**Cllr Manley handed over to Cllr Blatchford for the following agenda item.**

**36/24 To note the following planning applications (agenda item 5).**

- (i) **24/P/0843/AOC Stonebridge, Wolvershill Road, Banwell, North Somerset. BS29 6DR**  
Discharge of Condition 7 (Working Drawings) on application 22/P/0896/FUH

**The meeting noted that this application had already been decided.**

- (ii) **24/P/0867/AOC Land to South of William Daw Close, Banwell, North Somerset.**  
Request to discharge condition numbers 8 (Construction Method Statement), 9 (CEMP), 10 (LEMP), 15 (Bin Set Down Plan) and 17 (WSI) on application 21/P/1164/FUL

**This application was noted.**

- (iii) **24/P/0984/NMA 6, High Street, Banwell. BS29 6AA**  
Nonmaterial amendment to application 23/P/1667/FUH (Proposed demolition of existing porch and rear extension. Erection of a single storey rear extension and installation of patio doors to the rear elevation at the first floor.) to allow for the retention of the existing porch and small part of rear extension, change of fenestration on the rear extension and update of internal layouts.

**This application was noted.**

**Cllr Blatchford handed the Chair back to Cllr Manley**

**37/24 To note planning decisions – (agenda item 6)**

- (i) **23/P/1376/RM Land at Parklands (Phase 4a) Churchland Way Weston-super-Mare**  
Reserved Matters application for area Phase 4a for the erection of 95no. dwellings and associated works pursuant to Outline Permission 12/P/1266/OT2. **APPROVE**
- (ii) **24/P/0572/EA2 Land North of Knightcott Road East And West Of Summer Lane Banwell**  
Request for a formal scoping opinion to determine the scope of an Environmental Impact Assessment for a proposed development of 800no. residential dwellings, up to 6.5ha employment use, public open space and areas of play, sustainable drainage, planting, foot/cycle paths, noise bund, community infrastructure, access and ancillary uses. **EIA scoping opinion issued**
- (iii) **24/P/0716/TRCA 31 West Street Banwell BS29 6DB**  
T1. Gladitzia and T2. Willow fell both to ground level. **NO OBJECTION (tree/hed) unconditional.**

The Clerk tabled the following decisions made by North Somerset since the agenda was published.

- (iv) **24/P/0843/AOC Stonebridge, Wolvershill Road, Banwell, North Somerset. BS29 6DR**  
Discharge of Condition 7 (Working Drawings) on application 22/P/0896/FUH. **APPROVE (discharge condition) (RDC).**

**38/24 Date of the next meeting (agenda item 7)**

Planning Meeting Monday 1<sup>st</sup> July 2024 7pm at Banwell Youth & Community Centre however it might not be possible to livestream it due to the absence of the Clerk.

**The Chairman closed the meeting at 19:13**

.....Chairman

.....Date



# BANWELL PARISH COUNCIL

## MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:15pm ON MONDAY 3<sup>rd</sup> of JUNE 2024

**Present:** Cllrs Paul Blatchford (Chairman), Simon Arlidge and Paul Harding.  
**In attendance:** Liz Shayler (Clerk)

**23/23 To receive and accept apologies for absence (agenda item 1).**

Apologies were received from Cllr Maggie McCarthy.

**24/23 To appoint a Chairman of the Employment Committee for 2024-25 (agenda Item 2)**

**Resolved** – To appoint Cllr Blatchford as Chairman.

**The resolution was correctly proposed and seconded (Unanimous)**

**25/23 To appoint a Vice Chairman of the Employment Committee for 2024-25 (agenda item 3)**

**Resolved** – To appoint Cllr Harding as Vice Chairman.

**The resolution was correctly proposed and seconded (Unanimous)**

**26/23 To receive members' declarations of interest on any agenda item (agenda item 4)**

No member's declarations of interest were received.

**27/23 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 23<sup>rd</sup> of March 2024 (agenda item 5).**

**Resolved** – That the minutes be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous).**

The minutes of the meeting were signed by the Chairman as a correct record.

**28/23 To note the resignation of the Administration Officer (agenda item 6).**

The resignation of the Administration Officer was noted.

**29/23 To agree any interim measures before the employment of another Officer (agenda item 7).**

**Resolved** – For the next three months, on a fixed term contract, to hire Thomas Shayler as a temporary Administration Officer.

**The resolution was correctly proposed and seconded (unanimous).**

**30/23 To discuss the current Administration Officer role and agree a way forward (agenda item 8).**

The current role was discussed at length.

**Resolved** – To reassess the hire of Administration Officer in March 2025.

**The resolution was correctly proposed and seconded (unanimous).**

**Resolved** – To move up the timetable for the employment of an Environment and Biodiversity Officer.

**The resolution was correctly proposed and seconded (unanimous).**

**31/23 To agree the timetable for the hiring of a new officer (agenda item 9).**

**Resolved** – To hire an Environment and Biodiversity Officer. The advert to go live on July the 16th. The Clerk to have delegated authority to publish the advert after the committee have viewed and suggested any changes to the Application Pack.

**The resolution was correctly proposed and seconded (unanimous).**

**32/23 To agree the date of the next meeting (agenda item 10)**

TBD September 2<sup>nd</sup> at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:00

.....Chairman

.....Date



# Banwell Parish Council

Banwell Youth & Community Centre,  
West Street, Banwell BS29 6DB  
Telephone: (01934) 820442

Email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)

**MEETING:** Wolvershill Development Working Group.

**DATE & TIME:** Monday 10<sup>th</sup> June 2024 at 7 pm.

**LOCATION:** Banwell Youth & Community Centre

**PRESENT:** Parish Councillors Paul Blatchford (Chairman), Simon Arlidge (Vice-Chairman), Nick Manley and 2 members of the community.

**Also present:** Liz Shayler (Clerk).

Cllr Blatchford welcomed everybody.

WWG17/24 **To elect a chairman**

**Resolved:** That Cllr Blatchford be elected as Chairman of the Working Group

**The resolution was correctly proposed and seconded (unanimous).**

WWG18/24 **To elect a vice-chairman**

**Resolved:** That Cllr Arlidge be elected as Vice-Chairman of the Working Group

**The resolution was correctly proposed and seconded (unanimous).**

WWG19/24 **To receive apologies for absence**

Apologies were received from Cllr Paul Harding.

WWG20/24 **To receive members' declarations of interest on any agenda item**

No interests were received.

WWG21/24 **To agree the minutes from the Wolvershill Working Group on the 20<sup>th</sup> of March 2024**

**Resolved:** That the minutes from the Wolvershill Working Group on the 20<sup>th</sup> of March be approved.

**The resolution was correctly proposed and seconded (unanimous).**

WWG22/24 **To note the minutes from the Wolvershill Liaison Group meeting on the 3<sup>rd</sup> of June.**

The minutes were noted.

WWG23/24 **Exploring the Bloor Homes part of the masterplan.**

- i) Access and Movement
- ii) Development Areas
- iii) Local Centre & Facilities
- iv) Green and Blue Infrastructure
- v) Community Engagement

The Clerk gave a presentation on some initial thoughts around the above. Due to low attendance then questions and comments were taken throughout the presentation and therefore a breakout sessions was unnecessary.

i) **Access and Movement**

- The closure of Wolvershill Road over the M5 bridge was unanimously opposed, as it would block access to essential facilities at the Locking Castle district centre, including the nearest train station, supermarket, children's centre, and 24-hour pharmacy.
- Concern was raised generally about the current country lanes and how traffic will move around them in particular the creation of / escalation of them being used as rat runs.
- The closure of Wolvershill Road north of the bypass as access only / active travel route was generally supported.
- Concerns were raised about the capacity of the bypass given the current plan to divert all settlement traffic onto it. It was felt that this would significantly increase the use of Riverside and Silvermoor Lane for accessing the M5 roundabout from the east, thereby negating any benefits the bypass might offer to residents of East Street, The Square, Church Street, and Riverside.

In summary it was felt that the development's access and movement plan had been considered in isolation, without accounting for its impact on surrounding roads.

ii) **Development Area.**

- Concern was raised that the Mendip Gateway neighbourhood would not be in keeping with the Mendip National Character Area due to the four-story high buildings.

iii) **Local Centre and Facilities.**

- A pedestrianised local centre which has capacity for a farmers' market which could include stall for allotment holders / local businesses was well received.
- The importance of parking near the centre was emphasised to help draw people to use the facilities. However, there should be enough parking that when there is an event / class at the community hub that people can still access the retail outlets.
- Concerns was raised about the visual impact of the 4-storey buildings given that the centre is near the crown of the hill.

iv) **Green infrastructure & heritage including wildlife habitats.**

- Concern was raised about how wet some of the areas are in particular Wolvershill (the north end the Moorland Neighbourhood and the west end of the Silvermoor Neighbourhood).
- It was also noted that Wolvershill is well know for its natural springs and it was hoped that these had been considered. Also, the possibility of caves in the area.
- Concern about active travel routes being created which lead to private landowners' fields encouraging trespass and a risk to livestock.
- The spreading of the allotment sites was supported but clarification on access and parking was requested. Whilst in an ideal world people walk to attend their allotments then this is dependent whether water is available on site and the size of the site (the larger the site the more likely people are going to commute using their car).
- Concern was raised about maintenance and who will maintain the green verges / tree lined streets / wildlife corridors / nature parkland / woodlands / attenuation ponds after the developers have moved on.

WWG24/24 **Breakout Session.**  
See comments above.

WWG25/24 **Date of next meeting – TBD**



6. **To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 35).**
- i) **Riverside play area – see saw**  
The manufacturers agreed to fit a new base for the seesaw.
  - ii) **Picnic on the Rec / Community Picnic**  
Currently we have had the Banwell Singers who are going to sing for 30 minutes. The Gardening Club are going to do a Plant Swap. The school are going to do face painting and Sarah Harding has agreed to run some races and parachute games.
  - iii) **Training budget**  
Due to the lack of completion of ILCA by the previous Admin Officer we have managed to get back £100 of the cost of the training. This will be returned to the Council.
  - iv) **Banwell Bypass Update**  
The bypass environmental work / fencing continues although there will be no more planting until the autumn. This work is likely to be finished by the beginning of July. North Somerset confirmed that the final bits of land will be in their ownership from 16<sup>th</sup> of August. With the build contract being agree in Sept / Oct. The procurement plan has not been published yet due to Purdah.
8. **To agree to hold a ‘summer clean’ in September (21st / 28th) and agree any expenditure.**  
Given that we purchased weed clearing kits for the last spring clean then it will only be necessary to purchase refreshments. Last time the WI kindly donated cakes and volunteers.
9. **To agree a formal response from the Parish Council in relation to initial ideas submitted by one of the developers involved in the new Wolvershill development**

#### **Access and Movement**

- The Parish Council opposes the closure of Wolvershill Road (over the M5 bridge) as it would block access to essential facilities at the Locking Castle district centre, including the nearest train station, supermarket, children's centre, and 24-hour pharmacy.
- It is felt that this closure would significantly increase the use of country lanes as rat runs.
- The Council has concerns about the capacity of the bypass, given the current plan to divert all settlement traffic onto it. This would likely increase the use of Riverside and Silvermoor Lane for accessing the M5 roundabout from the east, thereby negating any benefits the bypass might offer to residents of East Street, The Square, Church Street, and Riverside.
- The Parish Council supports the closure of Wolvershill Road north of the local centre up to the bus gate, restricting it to access-only and active travel routes.

#### **Local Centre and Facilities.**

- The parish council supports the creation of a pedestrianised local centre with the capacity to host a farmers' market. However, we also emphasize the necessity of providing adequate parking near the centre. While encouraging residents to walk to local amenities is an admirable goal, it is likely not realistic for everyone. For events or classes at the community hub, we hope there will be sufficient parking available both on-site and in surrounding roads to ensure residents can still access nearby amenities.
- Concerns were raised about the visual impact from the AONB and current residents of the proposed 4-storey buildings in the local centre, especially given their proximity to the crown of the hill.

#### **Green infrastructure & heritage including wildlife habitats.**

- The spreading of allotment sites was supported, but clarification on access and parking was requested. While ideally people would walk to their allotments, this depends on the availability of water on-site and the size of the site. Larger sites are more likely to necessitate car travel.
- Concerns were also raised about the future maintenance of green verges, tree-lined streets, wildlife corridors, nature parkland, woodlands, and attenuation ponds after the developers have moved on.

**10. To formally consider supporting a request to lower the speed limit past the entrance to the Garden Centre.**

For many years, the Parish Council has requested that North Somerset address the speed of traffic passing the entrance to the Garden Centre, with the goal of reducing the speed limit. This concern was intensified by the tragic death of a local resident on the stretch of road from Winscombe to the Garden Centre.

The situation worsened when the haul road was constructed. Although the speed limit was lowered either side of the haul road, a 50-mph sign was erected just before the entrance to the Garden Centre. This sign is visible from a distance, causing vehicles to accelerate as they approach the bend and pass the Garden Centre. Consequently, there have been numerous near misses and minor accidents at the entrance.

Despite repeated requests, North Somerset has consistently refused to lower the speed limit, instead suggesting that the Garden Centre relocate their entrance further along the road towards Banwell.

Given the changes to the road layout, the construction of the Southern Link Road, and the increased number of accidents, the Parish Council is now being asked to formally support the Garden Centre's request to lower the speed limit at the entrance.

**11. To consider of Reinvesting or Moving Funds from Maturing 1-Year Interest Account**

The Parish Council's 1-year interest-bearing account with Charity Bank is set to mature at the end of June. The council needs to decide whether to reinvest the funds into a similar or different financial product or to move the funds to an alternative account or investment opportunity.

A search of similar financial projects has shown that the interest rates are not that different. Our current rate of interest with Charity Bank is 3.36%. They are offering 4.51% for the next financial year.

Given the time taken to set up a new financial product and that the interest rates do not vary greatly then the recommendation is to reinvest the lump sum with Charity Bank for another year.

# Banwell Parish Council

## Action Plan 2024 / 2025

The Parish Council takes its responsibility very seriously and strives continually to improve Banwell to make it a pleasant village where people are proud to be part of our community. Its aims are.

1. **Facilities & Amenities** - To continually promote the best interests of all members of the local community by providing facilities and amenities in the parish not provided by the Unitary Authority e.g.: a cemetery, a community centre, open spaces (Recreation Ground & Riverside).
2. **Direct Services** - Where the Parish Council provides direct services, it will do so ethically and endeavours to maintain high professional standards and a quality service. It feels that such quality is the expectation of the parishioners and will not compromise these standards.
3. **Communication** - The Parish Council aims to be a "Listening Council" and encourages you to let us know your opinions, comments and concerns. Where needed, we will act promptly to pass onto other local authorities or bodies, concerns which we cannot deal with ourselves, problems within the powers of the Parish Council will be passed to the relevant committees.
4. **The Local Environment** - The Parish Council has declared a climate emergency. It will operate and promote positive measures impacting the environment while reducing and eliminating adverse impacts. The Parish Council will use appropriate policy (principles of action to be formally adopted by the Parish Council) and planned activities.

When the Parish Council set their budget for the next financial year, members try and think about the aims above and using the Strategic Plan and its associated Action Plan the budget reflects what the council can do to achieve their aspirations in the next year and beyond.

These may include ensuring there is a small financial provision to enable the improvements / events to be made and in addition often applications can be made to both local and national funding bodies to provide those facilities which otherwise would not have been possible.

Our Plan therefore includes 4 sections:

- Facilities & Amenities
- Direct Services
- Communication
- The Local Environment.

Please have a look at our action plan and if you feel you can help or become involved in any way then please contact us.

[clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk) / 01934 820442/Youth & Community Centre, West Street, Banwell. BS29 6DB

Facilities & Amenities			
Aims	Objectives	Budget Implication	Timescale
1.1 Develop & Enhance	1.12 To assess the War Memorial Assess the War Memorial to improve clarity of names.	£5000 in budget although grant possible.	Sept 24
1.2 Wellbeing	1.21 To continue to ensure all open spaces are well cared for & enhanced Install all-weather path on the Recreation Ground.	Approx £54,000 in budget as part of CIL – looking for grant opportunities.	Sept 24
	1.22 Run events and activities to support mental & physical wellbeing across all sections of the community. E.g. additional cooking sessions.	Grant for cooking sessions.	Ongoing
	1.22 Continue the Remembrance Day Parade.	Possible budget implications hoped that it will be funded by contractors building the bypass.	Oct /Nov
	1.22 Review Window Trail	No cost except officer time and printing.	August
	1.23 Promote positive planning and influencing local development. Meetings of Wolverhill Development Liaison Group and Wolverhill Working Party.	No cost except officer time.	Ongoing
	1.24 Safeguarding the separate identities of Banwell and the new Village and their environs.	No financial implication	Ongoing
	1.25 Support the implementation of 20mph & road calming measures.	No financial implication	Ongoing
1.3 Inclusivity	1.32 Promote and support local voluntary groups and events held.	No cost except officer time.	Ongoing
	1.34 Encourage the use of the YCC for community services / activities.	Utilities & officer time – employment of Admin Officer	Ongoing

	<b><u>Direct Services</u></b>		
<b>Aims</b>	<b>Objectives</b>	<b>Implication</b>	<b>Time</b>
2.1 Improve the organisational management & efficiency	2.11 Reviewing the staffing structure and objectives to ensure they reflect changing legislative and community needs.	No cost except officer time. 2 additional staff members budgeted from April. 3 <sup>rd</sup> from September.	Sept 24
	2.13 Apply for the local council award.	Already budgeted for in 23/24 no cost except officer time.	May 24
	2.14 To ensure all BPC policies and protocols are adhered to and updated as and when necessary	Already included in working practices	Ongoing
	2.15 To adhere to all new legislation	Statutory requirement. Already included in working practices.	Ongoing
	2.16 Implement a strategic plan and associated action plan.	No cost except officer time.	May & June 24
	2.17 To continue monitoring estimates and budgets	Already included in working practices	Ongoing
	2.18 Insurance - to obtain new quotes and accept as appropriate.	Budgetted £2400	Approved May £1819
2.2 Develop and implement a fixed assets strategy	2.21 Developing a fixed assets map.	Civicy App free for 12 months.	May 24 onwards
	2.22 Developing a formal fixed assets maintenance program.	Civicy App free for 12 months.	May 24 onwards
	2.23 Evaluating the Youth & Community Centre as a community and office space in the short, medium & long term.	No cost except officer time.	Jan 25
2.3 Improve forward-planning	2.33 To identify Parish Council projects.	No cost except officer time. Tea & Buns Autumn 24	Ongoing
	2.34 Considering future opportunities and challenges, including anticipated increases in powers and responsibilities.	No cost except officer time. Meeting with Wolverhill Development Liaison Group.	Ongoing
2.4 Pursue all possible appropriate forms of alternative revenue and funding	2.41 Advancing project planning to facilitate timely release of funds.	No cost except officer time.	Ongoing
	2.42 Maximising Section 106 or Community Infrastructure Levy monies available,	No cost except officer time	Ongoing
	2.43 Grant funding	No cost except officer time	Ongoing

	<b><u>Communication</u></b>		
<b>Aims</b>	<b>Objectives</b>	<b>Implication</b>	<b>Time</b>
3.1 Understanding our Community	Community feedback survey on picnic and YCC sustainability	Parish Mag £100 printing £100	July 24
3.2 Engaging with our Community	3.21 Replace 1 noticeboard.	£500 wall mounted, £100 free standing.	Autumn 24
	3.22 To continue the quarterly electronic Banwell enewsletter and improve volume of sign ups	No additional cost – Comms Officer hours.	Ongoing
	3.23 To produce 4 x insert for the Parish Mag each year.	In budget all external advertising £650	Ongoing
	3.24 To support a thriving Banwell Business community. Christmas Market	No cost except officer time.	Ongoing 7/12/24
	3.26 Improve the accessibility, relevance, ease of use and immediacy of our communication channels, including social media.	In budgets £650 all advertising – employment of replacement Comms Officer.	Ongoing April 2024
3.3 Involving our community	3.31 Work with NSC & the Wolverhill Developers to create a Wolverhill Master Plan.	No cost except officer time.	Ongoing
	3.32 Increase involvement of the community in Parish Council activities	£35 for award and engraving. Refreshments at Parish Assembly & officer time.	Ongoing 28/4/25

	The Local Environment		
Aims	Objectives	Implication	Timescale
4.1 Act sustainably including adopting a reduce, reuse, recycle strategy.	4.11 Promote and provide opportunities for the reduction of waste and increase of recycling.	Comms Officer hrs	Ongoing
	4.13 Raise environmental awareness amongst employees and the community.	Comms Officer hrs	Ongoing
	4.14 Review & reduce energy costs and associated emissions.	Solar panels fitted energy tariff being considered	June 24
	4.15 Investigation of Community Energy Scheme.	Cllr Arlidge & Voller	Ongoing
4.2 Protect and enhance wildlife and the environment and promote biodiversity.	4.21 Tree Policy	Clerk hours. Annual Inspection and tree works budget £910.	Sept 24
	4.22 Environmental communications relating to wildlife and biodiversity.	Currently Comms Officer hrs. Env Officer being considered in sept.	Sept
4.3 Environment and the decision-making process	4.31 To work with North Somerset's Local Plan team to make it as green as possible.	No cost except officer time.	Ongoing
	4.32 Ensuring money is invested wisely by researching the eco status of banks used / use of green utilities.	Charity Bank account due to end summer 24	June 24
	4.34 To create a "Sustainable Banwell" Facebook page.	Env Officer being considered in sept.	Nov / Dec 24
	4.35 To continue climate communications plan and regularly update with latest news and advice for residents.	Currently Comms Officer hrs. Env Officer being considered in sept.	Ongoing
	4.37 Planning Committee to consider green measures in all recommendations when discussing a planning application.	Currently Clerk hrs. Env Officer being considered in sept.	Ongoing



# Banwell Parish Council Communications and Community Engagement Strategy

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## 1. Purpose and Aims of the Strategy

The communication strategy has several aims to improve communications, create a circle of communication and to be transparent to the public. The Communication strategy shall be supported by the communications policy, which outlines the regulations of communication methods.

The purpose and aims include:

- The purpose of this strategy is to provide aims and objectives to promote a circle of communication between Banwell Parish Council and Banwell residents.
- To create a plan to share regular updates on Banwell PC news to ensure the community understand the role of the Council.
- To engage the community through multiple channels to be as inclusive, accessible, and transparent as possible. This includes, online, physical printed information and verbal communication.
- To make the Parish Council accessible and support the community in understanding the role of the Council in clear, jargon free language.
- Engage the community regarding the enhancement of the parish's ecological and environmental assets and stance on the climate emergency.
- To create relationships with local stakeholders through social media to create a sharing culture to help spread information further.
- To create communication campaigns to increase information sharing and open dialogues with the community on a variety of topics.
- To create a newsletter/E-newsletter for Parish Council news and updates.
- To provide a guide to running communication campaigns for Council events/initiatives.
- To work with stakeholders to create a shared vision when running communication campaigns.
- To provide a guide to make communications frequent through multiple channels when promoting Council events/initiatives.
- To help create a positive perception of the Council through transparent communication.
- To follow a clear set of questions when undertaking communications (appendix 1).
- To increase communications and engagement with the under 25 age group in Banwell.

## 2. Current Communication Methods

The Parish Council currently communicate through the following channels:

Table 1: Current communications methods and suggested actions for improvement.

Communication Method	Current Use	Suggested Improvements
<b>Facebook</b>	5-7 posts per week on Banwell PC Facebook page and approx. 1-2 posts per week shared to the local Banwell groups. Story updates approx. once per week.	Include subtitles on all videos. Schedule more “evergreen” posts and repeat posts. Use Facebook to drive users to PC website. Use analytics to identify the time/day of posting for optimisation.
<b>Instagram</b>	5-7 posts per week using same content as Facebook. Story updates approx. once per week. Stories updates approx. once per week.	Current engagement very low. Consider using Instagram to target younger audience (18-24) using 2 posts per week ensuring content is relevant to this demographic.
<b>Twitter/ X</b>	No activity this year so far. Last post 13/12/23.	Consider discontinuing use of this channel. Use of the platform has decreased by 22% in the UK since it relaunched as X (Statista, 2024)
<b>PC website</b>	Updates approx. twice per month with news/website updates.	Increase updates on website to 3-4 per month where applicable and relevant.
<b>Village noticeboards</b>	Regularly updates with Council meeting agendas (twice per month). Events and initiatives added when relevant.	Use to drive to website – signpost.
<b>Parish magazine insert and advert</b>	Newsletter inserted to parish magazine approx. x2 per year.	Include all communication methods within the parish advert.
<b>Full Council Meetings with public participation session</b>	Monthly planning and full council meetings which include a public participation session. Meetings advertised on noticeboards, website and Facebook.	To encourage public participation by continuing to highlight that they are welcome. Share to meeting reminders on social media and when possible, stream meetings online for residents.
<b>Fliers and leaflets</b>	Leaflets currently displayed in the local shop and doctor surgery.	Identify other opportunities for leaflet to be displayed to try to reach residents who may be difficult to reach by other channels.

<b>Partnership working</b>	Contact with organisations and businesses including schools, churches, and doctors on events /initiatives/information sharing. To continue to communicate with police, North Somerset Council and neighbouring Parish/Town Councils.	Encourage more local businesses to get involved with PC events and initiatives.
<b>Consultation</b>	Surveys to residents to obtain opinion and feedback where relevant and necessary.	Annually - undertake online and paper surveys including for feedback on events/initiatives.
<b>Support and presence at local events</b>	Councillors attend/support local events and communicate with residents e.g litter picks, school assemblies, youth club, Remembrance Day.	Increase regular sharing of local events within council communications.
<b>Working with local press</b>	Sending out press releases and news to press such as parish magazine, the Mercury, ITV West and the Bristol Post.	Share stories more regularly with local press and begin researching local radio stations to partner with (DH-One & Wave). Work to build relationships. Aim to get coverage to increase profile and promote events.
<b>Office open 10-12 Tues &amp; Thurs</b>	Public welcome to come to Council building to ask questions	Communicate this option more online and offline to residents.
<b>Extraordinary meetings for important time sensitive issues</b>	Public welcomes to attend to contribute to these meetings.	To aim to reach a wider audience by marketing meetings through multiple comms channels.
<b>Annual report</b>	Annual report summarising the year passed made public annually.	To ensure as many members of the community as possible aware by sharing the report through stakeholders, online and via the parish mag. Ensure the document is easy to navigate and user friendly.

### 3. Proposed Additional Communication Methods

- Consider change of use of Instagram channel to target younger demographic.
- Displays at the Youth and Community Centre to support specific events, consultations, or initiatives.
- Develop additional video content for use on website and social media.
- Drop in events, e.g. meet your councillors at coffee mornings.
- Increase in public consultations.
- Communication campaigns (Know your Council, Environmental and Sustainability).
- Quarterly E-Newsletter and printed newsletter.
- Increase communications with local press.

### 4. SWOT Analysis of Council Communications

Below is a SWOT analysis of Council communications and community engagements, showing the top three Strengths (S), Weaknesses (W), Opportunities (O) and Threats (T).

#### Current Strengths

1. Multiple comms channels to increase reach and accessibility.
2. Healthy collaborative partnerships with local organisations.
3. Great relationship between Council and staff = clear internal communications.

#### Current Weaknesses

1. Changes of staff has meant consistent approach has been difficult to maintain.
2. Insufficient engagement with the younger community (25 and under).

#### Opportunities

1. Engaging more with younger audience by working on Instagram content and through consultation with Youth Club.
2. Consistent approach through appointment of new Comms Officer.

#### Identified Threats

1. Bullying behaviour by social media users.
2. Spread of misinformation of Council information.

### 5. Target Audience and Language

The Parish Council aim to follow clear objectives that are measurable and achievable whilst tailoring communications for target audiences. Various communication platforms, language and topics should be used to target different audiences. With support from the Communications Policy, the guide below should be used when disseminating information to the public to ensure the target group can be reached. Learn from the target audience and listen to any feedback from them when monitoring success.

**Instagram:** Instagram could be used to target residents ages of 18-24 as this age group most commonly uses Instagram (Statistica, 2023). Language should be factual yet casual, conversational, and short, with use of hashtags. Emojis can be used, but not in excess. Focus should be on images

and video content (reels). Avoid text heavy images. Direct language should be used actioning audience what to do e.g. “Help, Improve, Explain, Favourite, Comment below, share with” us etc.

**Facebook:** According to our Facebook insights, Banwell Parish Council followers are mostly aged between 45 and 65, therefore communication style should target this age range. Language should be casual and contain informative information about the Parish. Emojis can be used but should be limited. Avoid text heavy images. Direct language should be used actioning audience what to do e.g. “Help, Improve, Explain, Favourite, Comment below, share with” us etc.

**Twitter/X:** Use of this platform has declined since rebranding and consideration should be given as to whether this channel should be discontinued to allow more focus on other social media where engagement is better and more aligned with our objectives.

**Website:** Target audience are residents of Banwell who have access to the internet and seek information from websites rather than social media. Language should be more formal than social media but be jargon free and easy to understand. All to be accessible (alt text, accessibility checker word etc, see Communications Policy). Avoid text heavy images. Use social media channels to signpost to the website.

**Noticeboards:** Information to be displayed here to target walkers, on foot commuters and those without internet. To contain Council information on initiatives and Council meetings, as well as requests from public.

**Public Sessions at Council Meetings:** Target audience are Councillors and Banwell residents who have queries or wish to propose a change/initiative. Current audience those who have a clear understanding of the Parish Council, however the aim shall be to widen the target audience to all adults in Banwell through encouraging participation at meetings on multiple communication channels. Meetings shall be both in person and advertised online for public participation at the beginning of each meeting. Language used shall be jargon free and aimed to encourage participation and be welcoming to members of the public.

**Consultation:** Banwell residents. Specific audience dependent on consultation topic, but both internet users and non-internet users to be targeted through online and hard copy surveys. Language should be clear and simple and shall contain consent/GDPR information.

**Flier drops:** Users who do not follow the Parish Council online or who do not use the internet. Fliers always to include online Council communication sources as well as offline means of communication (phone number, drop-in sessions). In addition to targeted household drops, information to be shared in local shop.

**E-Newsletter:** Banwell residents who use the internet and wish to keep up to date with Council news online. Language should be informal yet professional and jargon free.

**Parish Magazine Newsletter:** Banwell residents that do not follow Banwell Parish Council online or may not have access to the internet. Particularly areas with low internet use such as Summer Lane Park Home Residents. Language as above in E-newsletter.

## 6. Communication Objectives & Measures

The below table summarises the key current objectives of the Council including actions to be taken, measure and target audience. All monitoring measures should be reviewed at least annually and annual social media audits to take place. Social media audits shall review insights, as well as compare progress to other similar sized Councils social media platforms (e.g. number of followers). Similar

local organisations shall be followed, and their top performing posts reviewed for research purposes. Insights shall be monitored but it shall be made clear that engagement on social media can fluctuate significantly depending on the event/new/campaign running at the time. Objectives may change or be added to over time.

Table 2: Communication objectives and measures.

OBJECTIVE	ACTIONS	MEASURES	AUDIENCE
To improve public knowledge of the role of the Parish Council	Create a 'Did You Know...' style campaign and share on social media, parish magazine, website and consider drop in event (possibly Thursdays) to meet councillors. Include videos with faces and subtitles to increase reach. See appendix 2 for full campaign plan.	Comms Officer to monitor reach on social media and engagement rate of posts. Reshare posts with highest engagement. Review number of visits to website during/after campaigns.	Posts on various communications channels be modified to target average audience.
To highlight the Parish Councils stance on Climate Change	To share regular environmental posts under and support national initiatives eg No Mow May, The Great Big Green Week and Sustainable September	Social media insights on posts shares to be reviewed by Comms Officer to monitor engagement. Use polls on social media to determine support and interest.	Banwell residents with an interest in the environment, as well as individuals unaware of environmentally friendly alternatives. Residents interested in acting on climate change.
Increase knowledge of Council initiatives and events	For initiatives and events with set dates, follow the generic communications plan and tailor to each event (appendix 4). To plan one event per season and promote (appendix 5).	Comms Officer to monitor social media insights. Clerk to monitor number of people taking part in events and initiatives. Comms officer to distribute feedback surveys after.	Various for specific events. E.g. events for younger residents to have a focus on Instagram, through schools and at Banwell youth club.
To keep residents up to date on Council news	To create a quarterly E-Newsletter and to have this printed in the Parish Magazine. Updates on website news page to 3-4 per months.	Comms office to monitor number of subscribers to the E-Newsletter.	Parish newsletter to target all residents with a focus on those who do not have internet access/internet skills. E-Newsletter to target residents with internet access.
To increase partnership working/ collaboration	Communicate with stakeholders including schools, churches, Doctors, police, other councils, businesses and community groups.	Comms officer and Clerk to monitor which organisations agree to share information and support projects – keep in contact and review those who are not involved.	Decision makers from local organisations.

To engage residents with new initiatives to reduce digital divide, e.g. You Can Do IT and Tea and Tech	Share event as per events guide (appendix 4), and to organise the I.T workshops using National Lottery Funding	Comms Officer to monitor online reach of event using insights. Clerk to monitor number of residents in attendance to workshops.	Tea and Tech comms to reach over 50s with limited IT skills. You Can Do IT comms to target individuals of working age, including out of work and in work, with limited IT skills.
To reduce bullying behaviour online and promote a safe space for residents to communicate with the Council.	To allow comments and posts to be shared on Council social media pages, but to delete comments/posts that contain misinformation or bullying against councillors, staff or other residents. Comments may be turned off on posts.	Comms Officer to measure success through observing reduction in hateful and negative language on Council's social media and an increase in residents communicating on social media platforms (use insights).	Individuals online who share incorrect or hateful information.
To provide access to internet-based events/initiatives to those that may not have it, such as the internet.	As well as run initiatives to improve digital divide, continue running Zoom booths for public to use. Provide options to support residents to sign up to initiatives that require the internet at the Youth and Community Centre.	Clerk to monitor number of people using Zoom booth and requesting support.	Individuals with limited/no internet/limited IT skills.
Communicate with volunteers.	Keep volunteers up to date with current initiatives and opportunities and to ensure praise and thanks is given publicly e.g. online and in parish magazine.	Clerk to monitor number of volunteers helping with Council projects. Comms Officer to share posts/articles of thanks to volunteers.	Banwell PC volunteers and residents.
Increase communication with wider press	To communicate about Council news and initiatives to local papers, tv, social media and radio.	Number of press related organisations engaging and sharing Parish Council news to be monitored by Comms Officer.	Local press and radio.
Increase engagement with under 25 age group	Continue to work with Banwell School, Churchill Academy and Youth Club to reach under 18s. Work on expanding following of newly created Instagram to reach under 25s. Councillor attendance at Youth Club and Banwell School Assemblies. To encourage	Comms officer to work on new strategy for Instagram to encourage engagement with under 25s. Organise visit to Youth Club to get started.	Primary and Secondary School children and parents, youth club attendees, under 25s.



	involvement from youth club at PC events e.g spring clean.		
To promote a circle of communication between residents and Council	Welcome comments, messages and posts on social media from residents. Comms Officer to share social media posts to local online groups (Banwell news and events). To provide in person, email or telephone communication methods on printed communications. To run public session meetings and consultations to hear from residents.	Comms Officer to monitor online participation, e.g. using Facebook insights. Clerk to monitor in-person/phone/email communications from residents and respond. Monitor public attendance at meetings.	Any resident with queries for Council.
To encourage information sharing amongst stakeholders	To share the information on social media from organisations relevant to Banwell (NHS, Doctors surgery, School, North somerset Council etc). To work with the above and local shops to have Parish Council fliers displayed.	Comms officer to re-share local relevant organisations posts on Twitter and Facebook. Clerk to organise fliers to be shared by local organisations for relevant events/initiatives.	Local organisations/groups.
To have evergreen social media posts available	To create a shared folder under Comms Officer – General social media – Evergreen posts and fill with images and information to be shared on social media on a regular basis.	Comms office to monitor engagement with evergreen posts (comments, views, likes) and to change the format/wording of any that begin to decline significantly in engagement.	Social media users.
To continue to grow YouTube Channel	Continue to create and share videos on YouTube and share these on other social media platforms/website. All videos must contain subtitles. Auto subtitles can be achieved in settings by adding “yt:cc=on” to the tags section.	Comms officer to monitor increase in subscribers and views on YouTube.	YouTube users and social media users. Also target audience who prefer/need subtitles.
To increase local following on social media platforms	Use local hashtags. Follow local groups/pages. Share images with locally familiar images/views. Maintain a photo album in shared file with photos with permissions. All images used online to have	Comms Officer to monitor following on all social media platforms and monitor use of local hashtags relevant to Banwell PC. Increase use of video content.	Banwell social media users.

	ALT text. Tag local organisations on social media posts where relevant.		
Consider resource implication. As engagement increases, increase sign posting	To ensure all relevant social media posts, webpages, newsletters, leaflets etc have sign posts to relevant information to look at before contacting us. Multiple contact methods to be sign posted with details of waiting times. Ensure auto response on social media inboxes.	Comms officer to monitor number of queries coming through social media and to ensure sign posting is clear. Clerk to monitor number of email, telephone and in person queries and review.	Banwell residents with issues/queries/ questions.
Monitoring Success	To monitor success of communications, to not only hold feedback surveys after events/initiative but to also hold an annual or biennial consultation to seek how residents feel about Parish Council communications.	Aim to ensure respondents feel they are engaged with and involved with the Parish Council news.	Banwell residents, stakeholders, local organisations.
To consult public on projects annually	Councillors to brainstorm possible projects in May/June each year. Public consultation June / July to get feedback on project ideas and need for projects from public.	Comms officer to monitor number of responses to surveys.	Banwell residents
To follow an annual communications plan	To follow the annual communication plan as a guide for community engagement (appendix 6).	Comms Officer to review if plan is on track and check off completed items throughout the year.	Comms Officer and Clerk (guidelines).

## References

Statista (2023). *Distribution of Instagram users in the United Kingdom (UK) as of July 2023, by age group*. [ONLINE] Available at: • [UK: Instagram users by age group 2021 | Statista](#) [Accessed 30/08/2021].

## Appendix 1 – Considerations Before Community Engagement is Undertaken

- Is community engagement needed?
- Who is to be engaged with and why?
- What are the intended outcomes?
- How do you plan to communicate?
- Who has an interest, skills or expert knowledge?
- How can opportunities for residents to become involved be created?
- What time and resources may be required?
- What guidance should be set – e.g. what the aims are, how residents can get involved and how contributions can influence a project?
- Are the methods of engagement tailored to the group or individual?
- Have the council considered hard to reach individuals and groups?
- Can other leaders, organisations, businesses or groups help?
- How can the method of engagement best suit the target individual or group? (time of engagement, day of engagement, method).
- How can the council promote how members of the community can become involved and influence decisions?
- How will the engagement be captured and analysed?
- Has the community been kept informed about what is planned, or what is happening?
- Look at what other people are doing to build on good practice.
- How will you let others know what is happening and show that the outcomes have been achieved and the work has made a difference?
- How can the event or engagement be evaluated to improve future events?

## Appendix 2: 'Did You Know...' Campaign Plan

A campaign to ...

Facebook (2-3 per week)	Instagram (1 per week)	Website	Link	Photo
<p><b>Did You Know...</b></p> <p>The Parish Council is the closest tier of government to the community.</p> <p>A small amount of your council tax goes to the Parish Council to enable community projects, services and initiatives, although grant funding is also sought.</p> <p>The work of the Parish Council includes provision of services, giving the community a voice and improving quality of life.</p> <p>Follow our #GetToKnowYourCouncil</p>	<p>What do you think the role of the Parish Council is?</p> <p>Follow our #GetToKnowYourCouncil campaign on Facebook, Instagram, twitter, Youtube and our website to find out.</p>	<p>What do you think the role of the Parish Council is? Follow our #GetToKnowYourCouncil campaign on Facebook, Instagram, twitter, Youtube and our website to find out.</p>		<p>Take new photo's - individual and group</p>
<p>The Clerk plays a key role in the everyday running of Banwell Parish Council. Find out all about your Clerk, Liz Shayler, in the video below!</p> <p>#GetToKnowYourCouncil</p>	<p>The Clerk plays a key role in the everyday running of Banwell Parish Council. Find out all about your Clerk, Liz Shayler, in the video below!</p> <p>#GetToKnowYourCouncil</p>	<p>Head to our YouTube channel to find out about the role of Liz, Clerk to Banwell Parish Council!</p> <p>#GetToKnowYourCouncil</p>	<p><a href="https://www.youtube.com/watch?v=oy44c3WZotU">https://www.youtube.com/watch?v=oy44c3WZotU</a></p>	<p>New Head Shot</p>

Reviewed May 2024

To be reviewed by May 2024

<p><b>Did You Know...</b> The services Banwell Parish Council offer can easily get mixed up with the service North Somerset Council provide.</p> <p>Head over to our website to find out more about who does what! #GetToKnowYourCouncil</p>	<p>The services Banwell Parish Council offer can easily get mixed up with the service North Somerset Council provide.</p> <p>Head over to our website to find out more about who does what! #GetToKnowYourCouncil</p>	<p>Who does what? Head over to our website to find what the Parish Council does. #GetToKnowYourCouncil</p>	<p>Link to website page of who does what</p>	<p>Who does what? Canva post</p>
<p>Meet Nick! Nick is a Parish Councillor to Banwell Parish Councillor. You can hear all about his role in the video below.</p>	<p>Meet Nick, one of our Parish Councillors!</p>	<p>Meet Nick, one of our Parish Councillors! #GetToKnowYourCouncil</p>	<p><a href="https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/">https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/</a></p>	<p>New head shot</p>
<p>Who are your Parish Councillors?</p> <p>Meet Councillor Paul Blatchford!</p> <p>There are so many reasons to become a Parish Councillor, whether you are interested in planning, climate, community projects, youth provisions and more, consider becoming a Parish Councillor! #GetToKnowYourCouncil</p>	<p>Who are your Parish Councillors?</p> <p>Meet Councillor Paul Blatchford!</p> <p>There are so many reasons to become a Parish Councillor, whether you are interested in planning, climate, community projects, youth provisions, gaining experience and more, consider becoming a Parish Councillor! #GetToKnowYourCouncil</p>	<p>Who are your Parish Councillors?</p> <p>Meet Councillor Paul Blatchford! #GetToKnowYourCouncil</p>	<p><a href="https://www.youtube.com/watch?v=CHGmYzIQzb8">https://www.youtube.com/watch?v=CHGmYzIQzb8</a></p>	<p>Screen shot from video</p>

Who can become a Parish Councillor?	Who can become a Parish Councillor? If you are community focused and want to help make Banwell the best it can be, we want to hear from you!	Who can become a Parish Councillor?  Head over to our website to find out who can apply and how to apply!  #GetToKnowYourCouncil	Link to website : <a href="https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/">https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/</a>	
Did You Know...  Banwell has a full Council of 12 Councillors  To find out more, head over to our website!  #GetToKnowYourCouncil	Who Does What?!		Link to website – need to create page of who does what	
Are you keen to get more involved in your community? Contact us if you are interested in becoming a volunteer.  #GetToKnowYourCouncil	Are you keen to get more involved in your community? Contact us if you are interested in becoming a volunteer.  #GetToKnowYourCouncil		Link to website : <a href="https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/">https://www.banwellparishcouncil.org.uk/news/parish-councillor-casual-vacancy/</a>	Make vacancy post on Canva
Meet Sally, the Communications, Marketing and Grant Funding officer to Banwell Parish Council! Find out about Daisy's role below  #GetToKnowYourCouncil	Meet Sally, the Communications, Marketing and Grant Funding officer to Banwell Parish Council! Find out about Daisy's role below  #GetToKnowYourCouncil	Meet Sally, the Communications, Marketing and Grant Funding officer to Banwell Parish Council! Find out about Daisy's role below  #GetToKnowYourCouncil		Screen shot from video

<p>Meet Cllr Maggie McCarthy</p> <p>Maggie was born in Banwell and is passionate about preserving the village heritage. Watch the video below to learn more.</p> <p>#GetToKnowYourCouncil</p>	<p>Meet Cllr Maggie McCarthy</p> <p>Maggie was born in Banwell and is passionate about preserving the village heritage. Watch the video below to learn more.</p> <p>#GetToKnowYourCouncil</p>	<p>Meet Cllr Maggie McCarthy</p> <p>Maggie was born in Banwell and is passionate about preserving the village heritage. Watch the video below to learn more.</p> <p>#GetToKnowYourCouncil</p>	<p><a href="https://www.youtube.com/watch?v=6VA29YqQ1qE">https://www.youtube.com/watch?v=6VA29YqQ1qE</a></p>	
<p>Lets talk bins!</p> <p>@North Somerset Council are responsible for garden waste, recycling and black bin waste collections.</p> <p>Banwell Parish Council do not provide a waste collection service, but the Council do collect dog bins around the village.</p> <p>#GetToKnowYourCouncil</p>	<p>Lets talk bins!</p> <p>@North Somerset Council are responsible for garden waste, recycling and black bin waste collections.</p> <p>Banwell Parish Council do not provide a waste collection service, but the Council do collect dog bins around the village.</p> <p>#GetToKnowYourCouncil</p>	<p>@North Somerset Council are responsible for garden waste, recycling and black bin waste collections. Banwell Parish Council collect dog bins around the village.</p> <p>#GetToKnowYourCouncil</p>	<p>Link to north somerset waste collection : <a href="https://www.n-somerset.gov.uk/my-services/bins-recycling/recycling-rubbish-collections">https://www.n-somerset.gov.uk/my-services/bins-recycling/recycling-rubbish-collections</a></p>	<p>Recycle bin image or recycle bin parish map.</p>
<p>Meet Councillor Steve Davies</p> <p>Steve has been a Parish Councillor for nearly 20 years! Find our more about Steve in the video below.</p> <p>#GetToKnowYourCouncil</p>	<p>Meet Councillor Steve Davies</p> <p>Steve has been a Parish Councillor for nearly 20 years! Find our more about Steve in the video below.</p> <p>#GetToKnowYourCouncil</p>	<p>Meet Councillor Steve Davies</p> <p>Steve has been a Parish Councillor for nearly 20 years! Find our more about Steve in the video below.</p> <p>#GetToKnowYourCouncil</p>	<p><a href="https://www.youtube.com/watch?v=kjJEInZqbAg">https://www.youtube.com/watch?v=kjJEInZqbAg</a></p>	

## Appendix 3: Environmental communications timeline plan

Climate/environmental issues shall be covered through various Council communication channels. This will include x3 Facebook posts per week, x2 twitter posts, x2 Instagram posts for each topic. The topics shall also be shared once per week on Instagram and Facebook stories. A page shall be set up on the website for Climate/Environment to summaries the topics raise on social media. A summary of the past 4 topics shall be covered in the quarterly E-Newsletter and printed newsletter. When the Climate Working group is formed, they may suggest topics, links and information to be shared. Communicate with North Somerset Council to see if they have environmental comms they could share with us for joint information sharing.

The topics below shall be researched and promoted by the Parish Council with monthly themes:

**January – Big Garden Birdwatch**

**February – Insulating Your home**

**March – The Great British Spring Clean**

**April – Earth Day (22<sup>nd</sup>)**

**April-May – No Mow May**

**June – The Great Big Green Week - Climate Coalition**

**June-July – Plastic free July and National Parks Week**

**August – Cycle to Work Week and National Allotments Week**

**September – Sustainable September**

**October – Green Great Britain Week**

**November – Green energy**

**December – Low waste gift giving**



## Appendix 4: Generic Events/initiatives Communication Plan

In addition to the below plan, the content for each campaign/event/initiative shall be tailored to the target audience of that event. Not all events will require all the below communication methods to be used, dependant on the audience.

Communication Method	Action/Frequency	Actions to Consider/measures
<b>Facebook</b>	More than 2 months before event/initiative post x2 per week. Less than 1 month post x3-4 per week and once on stories. Create event and share once per week within above posts. Tag relevant organisations where applicable.	Consider whether paid “boost” ads are required. Up to £20 per event/initiative appropriate for size of parish. Comms Officer to monitor reach and engagement both with/without paid ads using Facebook insights.
<b>Facebook local pages</b>	Post once per week on Facebook local pages (Banwell News and Events).	Monitor number of comments, reach, likes when shared to local pages.
<b>Instagram</b>	More than 2 months before event/initiative post x1 per week. Less than 1 month post x2-3 per week and once on stories. Use local hashtags to increase reach and tag relevant organisations where applicable.	Monitor engagement (likes, comments).
<b>YouTube</b>	For events that have video content, share on YouTube with subtitles. Include relevant tags to increase traffic. Share videos to Social Media.	Consider permissions required for video sharing of certain events. Monitor views on YouTube Videos.
<b>Website</b>	Include update on news tab up to 3 months before event and regularly update. Include event on events calendar.	Consider, where appropriate, making the pop up page event/initiative related. Traffic to page may be monitored using Google Analytics.
<b>Noticeboards</b>	Minimum one poster per event.	Update poster/ flier with changes where required.
<b>Fliers</b>	One flier drop per event (where applicable e.g. target drop houses and/or in local shop, doctors surgery, through school).	
<b>Event webpage separate to PC website e.g. Window Trail</b>	Update information where required and make page public up to 3 months ahead of event.	Monitor page visits where applicable to monitor traffic.
<b>E-Newsletter/Parish mag</b>	To ensure event can be publicised once in quarterly newsletter and published in quarterly printed newsletter for the parish magazine.	Monitor sign ups to E-newsletter. Ensure timeline for E-newsletter set up to avoid missing deadlines.

<b>Stakeholders</b>	To share information initially via email to introduce event and gauge interest in support. Later send fliers and posters to request sharing of information e.g through school, doctors, shop.	Consider which businesses may also be interested in events/initiatives. Monitor involvement of stakeholders in events and information sharing,
<b>Drop-in sessions</b>	Where applicable, consider 1-2 drop in events in lead up to initiatives, campaigns etc. Encourage councillor participation. Include display boards.	Monitor number of attendees at drop in events to determine success and need to continue. Consider online zoom sessions in addition.
<b>Press Release</b>	To send 1-2 press releases per event to local press including The Mercury, Somerset Live, Wave radio etc.	Monitor support of press/number of releases published.
<b>Feedback</b>	After event, to create survey for feedback. Create on google forms but post in printed newsletter that a hard copy can be collected from Y.C.C.	Consider target printed copy drops if the event was largely focused at groups with limited internet use. Monitor number of people submitting feedback and increase comms/modify if numbers more than 60% lower than number of participants at event/initiative.

## Appendix 5- Seasonal Regular Events

The Parish Council shall aim to have at least one regular event per season (winter, spring, summer, autumn). Appendix 4 plan to be referred to when planning communications for each event. Councillor presence to be promoted at all events and involvement from Youth Club organised.

Activity	Information	Timeline	Assigned to
<b>Window wonderland</b>	Tbc	Autumn	Comms Officer and Clerk. Volunteers/stakeholder.
<b>Christmas Winter Market</b>	December 2024	Winter	Clerk to organise event. Comms Officer to Publicise.
<b>Spring Clean</b>	May 2024	Spring	Clerk to organise event. Comms Officer to Publicise.
<b>Community Picnic</b>	14 July 2024	Summer	Clerk to organise event. Comms Officer to Publicise.

## Appendix 6: Annual Communications Plan

### Comms timeline for the Year

Type	Comms required	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly	Planning Committee Meeting 1st Mon	2	2	2	2	2	2	2	2	2	2	2	2
	Full Council Meeting 3rd Mon	2	2	2	2	2	2	2	2	2	2	2	2
	Highways Notifications Adhoc												
	YCC Whats on Notifications	4	4	4	4	4	4	4	4	4	4	4	4
	Community Events & Calendar	2	2	2	2	2	2	2	2	2	2	2	2
	Citizens Advice	2	2	2	2	2	2	2	2	2	2	2	2
	Youth Club	4	4	4	4	4	4	4	4	4	4	4	4
	Business Directory	4	4	4	4	4	4	4	4	4	4	4	4
	Beat Team Surgery	2	2	2	2	2	2	2	2	2	2	2	2
	NS Community Learning	1	1	1	1	1	1	1	1	1	1	1	1
	Mobile Library dates for the month	2	2	2	2	2	2	2	2	2	2	2	2
	Minibus Timetable and trips	2	2	2	2	2	2	2	2	2	2	2	2
One off annual events	Spring Clean												
	Community Picnic												
	Window Wanderland												
	Winter Event												
	Parish Assembly												
Climate Emergency Comms	Green travel												
	Insulating Your homes												
	Wildlife/natural gardening												
	Connecting with nature												
	No Mow May												
	Food waste/composting/allotments												
	Plastic reduction – reduce reuse recycle (plastic free July)												
	Green energy												
	Low waste gift giving												
Annual General Comms	Shop in Banwell												
	Parish Council Annual Report												
	Walking Buddies												
	Annual Survey												
	E-newsletter & Parish Mag												
Get to Know Your Council	Officers												
	Services												
	Councillors												
	Volunteering												
	North Somerset not PC												
	Vacancy if applicable												

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on June 17<sup>th</sup> 2024.

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Clerk has been appointed as Responsible Financial Officer (RFO). The RFO;
  - acts under the policy direction of the council.
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
  - determines on behalf of the council its accounting records and control systems.
  - ensures the accounting control systems are observed.
  - ensures the accounting records are kept up to date.
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements.**
  - **approving an annual governance statement.**
  - **borrowing.**
  - **declaring eligibility for the General Power of Competence and**
  - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
  - monthly review the bank mandate for all council bank accounts.
  - authorise any grant or single commitment

## 2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a risk assessment including risk management proposals.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
  - ensure that risk is appropriately managed.
  - ensure the prompt, accurate recording of financial transactions.
  - prevent and detect inaccuracy or fraud and
  - allow the reconstitution of any lost records.
  - identify the duties of officers dealing with transactions and
  - ensure division of responsibilities.
- 2.6. Monthly a member of the Council shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the bank statements as evidence of this. This is then verified quarterly by another member of the Council whose report is presented to and noted by full council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council files will be kept on the one drive which is accessed by all Councillor officers in the event of an employee leaving or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - day-to-day entries of all sums of money received and expended by the council and the matters to which they relate.
  - a record of the assets and liabilities of the council.
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by Full Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council.
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year.
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - is not involved in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council.
  - initiate or approve accounting transactions.
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Full Council at least annually for the following financial year and the final version published online. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year. A forecast for the following four financial years will take into account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. Having considered the proposed budget and four-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. This is presented monthly to the Parish Council.

4.10. Any addition to, or withdrawal from, any earmarked reserve (except where items are paid directly into earmarked reserves e.g. food bank, public living room) shall be agreed by the council.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and recorded in the minutes. Currently the Parish Council have the General Power of Competency and as such use this as their legal power.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (except for items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £10,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £4,000 excluding VAT the Clerk shall seek at least 3 fixed price quotes;
- 5.9. where the value is between £1000 and £4,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money but recognises the use of regular contractors / local contractors.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
  - i. specialist services, such as legal professionals acting in disputes.
  - ii. repairs to, or parts for, existing machinery or equipment.
  - iii. works, goods or services that constitute an extension of an existing contract.
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
  - the Clerk, under delegated authority, for any items below £1000 excluding VAT.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



- the Clerk, in consultation with the Chair of the Council (or Chair of the appropriate committee), for any items below £2,000 excluding VAT.
- the council for all items over £5,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to have its current account with Unity Bank.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. More than two people are involved in all payments, using dual online authorisation and / or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch 'Bills for Payment', this shall be checked by a councillor before being presented and agreed by the Parish Council / relevant committee, for authorisation by a second Councillor
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking (cheques where necessary), in accordance with a resolution of the council / delegated committee / delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

- 6.7. A copy of the 'Bills for Payment' schedule of payments (which includes regular payments) shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments (only) in the following circumstances:
- i. (any payments of up to £1000 excluding VAT, within an agreed budget).
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 (or to comply with contractual terms), where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within as an attachment to the minutes of the meeting.

## 7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but will not be involved in approving any payment.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be given to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council annually.

**Commented [LS1]:** Did you want this to be an authorised signatory or would you like me to set up a member of staff?

- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council annually.
- 7.11. The council may make regular payments of fixed sums by banker's standing order (e.g. salaries), provided that the instructions are approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council annually.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers annually.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

#### **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be prepared by the Clerk and signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

#### **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council in writing before any order is placed. The card will have a £2000 limit.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

#### **10. Petty Cash**

- 10.1. The council will not maintain any form of cash float. All cash received will be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.
- 10.2. Cash income received will not be paid into the petty cash float but will be separately banked, as provided elsewhere in these regulations.

#### **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Employment Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by two councillors to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall have an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which is written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council biannually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

#### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

15.1. The Clerk shall be responsible for the care and custody of stores and equipment.

15.2. Delivery notes shall be obtained in respect of all goods received or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

#### **16. Assets, properties and estates**

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified annually.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

#### **17. Insurance**

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

#### **18. [Charities]**

18.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

#### **19. Suspension and revision of Financial Regulations**

19.1. The council shall review these Financial Regulations annually and following any change of clerk / RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

#### **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **BANWELL PARISH COUNCIL** **FINANCIAL RISK ASSESSMENT**

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
<b>Financial Prudence and Probity - Potential damage to Council reputation</b>	1	Parish Council/ Employees/ Parishioners	Monthly budget monitoring statements. Regular scrutiny of financial records by the appointed internal auditor and proper arrangements for the approval of expenditure. Quarterly returns to HMRC. Internal Audit Assurance.	
<b>Financial Loss/ Fraudulent Activity</b>	2	Parish Council/ Parishioners	Monthly Councillor audit to check invoices against appropriate cheque stubs. Two Councillors to, sign each cheque /authorise each BACs payment. Invoices to be checked before signing / authorising and cheque stubs and invoices to be initialled. Council to ratify and authorise all payments at ordinary meetings. All financial obligations to be resolved and clearly minuted before any commitment. Direct debits / Standing Orders only approved on the bank account on instruction of the full Council. Internal Audit to check VAT entries on invoices against VAT to be claimed from Custom & Excise and amount recorded in the current account statement. Monthly bank reconciliations should be undertaken as soon as practicable following receipt of bank statements. Weekly back-up of all financial information held. No petty cash is held. All cash/cheques and non-negotiable money to be banked as soon as possible. Receipts issued for cash payments. Security of cash receipts requiring banking. Quarterly check by Parish Councillor	
<b>Probity of Parish Councillors</b>	4	Parish Council Reputation	Remind Councillors at each meeting of the need to consider each agenda item and decide whether to declare an interest. Remind Councillors that they need to review their entry in the 'Statutory Register of Members' Financial and Other Interests' register at least annually. To provide the North Somerset Monitoring Officer with details, within 28 days of receiving any gift or hospitality, over the value of £25.	



## BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
<b>Adequacy of Precept</b>	4	Parish Council/ Parishioners	Ensure adequacy of annual precept through sound budgetary arrangements. Monthly budget updates with detailed budgets yearly comparison in the autumn. Draft budget and precept requirement to be on December PC agenda and agreed in January.	
<b>Insurance – Adequate for PC Risks including assets</b>	6	Parish Council/ Parishioners	Annual Review of the Council’s insurance requirements to ensure it is at an appropriate level for all liabilities/assets. Weekly visual checks made on play equipment by members of the Parish Council. Asset register to be kept up to date.	
<b>Financial Regulations</b>	3	Parish Council/ Parishioners	Annually Review of the adequacy of the Regulations.	
<b>Reserves</b>	6	Parish Council/ Parishioners	Ensure that an adequate level of reserves is maintained through the budget setting process. A reserves policy	
<b>Cemetery Fees</b>	4	Parish Council	Ensure fees charged cover all costs as well as contributing to the cost of an extension. Fees reviewed annually	
<b>ASSETS</b>				
<b>Protection of the Council’s physical assets</b>	6	Parish Council/ Parishioners	Buildings insured for all risks and theft (YCC, cemetery shed and wall). Street furniture insured. Office equipment insured. Kept in locked office. Street lighting maintained by Weston Rail Services. Weekly checks of defib.	Keep adequacy of insurance cover under review annually.
<b>Maintenance of buildings</b>	6	Parish Council/ Parishioners	Parish Council responsible for Youth & Community Centre and shed at cemetery.	Keep adequacy of insurance cover under review annually.
<b>Security of buildings</b>	6	Parish Council/ Parishioners	Parish Council responsible for security of YCC. CCTV and entry controls in place. 6 monthly maintenance check and annual fee.  Village Hall responsible for CCTV looking over the Recreation Ground and entry controls in place	

## BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
<b>Cemetery – Memorial Safety</b>	6	Parish Council/ Parishioners	Annual safety check completed by cemetery and memorials committee. Ensure compliance with Cemetery Regulations and Cemetery and Memorials Policy. Annual review of Cemetery Regulations and Cemetery and Memorials Policy.	Arrange training for Cemetery and Memorials Committee.
<b>Cemetery – filling of all currently available space</b>	6	Parish Council/ Parishioners	Attempts to identify land for a cemetery extension have been ongoing for over 20 years.	Identify and secure a suitable site as soon as possible.
<b>Allotment site</b>	1	Parish Council/ Parishioners	Site established in 2010. Cllr serves as member of Allotment Society Committee. Two leases with the Parish Council. One between the Parish Council and the Allotment Society, one with the Landowner and the allotment society.	
<b>Recreation Ground and Riverside Play Area including risks to users</b>	9	Parish Council/ Parishioners	Rec Ground / Riverside play equipment, gates, fencing and surfaces insured. Visual weekly checks of play equipment by a competent person. Annual independent checks made on condition/safety of all play equipment by a ROSPA inspector.	
<b>Risks to third parties from Council assets</b>	9	Parish Council/ Parishioners	Public liability insurance in place. Action taken on ad hoc basis to repair/replace assets as required. 6 yearly structural/electrical safety testing of all streetlights last carried out in 2017. Annual PA Test of all electrical items Annual inspection of trees by a qualified tree surgeon Risk assessments of individual events/activities carried out as necessary. Annual inspection of grit bins, benches, dog bins & flagpoles by a nominated councillor.	
<b>OTHER RISKS</b>				
<b>Employer liability/ Compliance with employment law</b>	4	Parish Council/ Parishioners	Insurance in place. Membership of ALCA/NALC. Clerk is member of SLCC on behalf of the Council.	
<b>Safety of Staff</b>	4	Parish Council/ Parishioners	Office accommodation independently risk assessed.	

## BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
<b>Legality of the Council's actions</b>	4	Parish Council/ Parishioners	Membership of ALCA/SLCC Professional advice when required. Appropriate training for Clerk/members.	
<b>Contracts – compliance with law/ensuring value for money</b>	4	Parish Council/ Parishioners	Standing Orders and Financial Regulations in place and reviewed annually.	
<b>Use of contractor's various injuries, etc.</b>	6	Parish Council/ Parishioners & Contractors	Contractor to have public liability insurance cover of £1 million. All contractors asked for Health and Safety Policy. Evidence of registration and licence is obtained. Contractors asked to produce risk assessments for the associated work activities. All electricians used are NICEIC registered and contractors servicing gas appliances are GASSAFE registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed. Work of all contractors is monitored by a nominated councillor	Design a record for monitoring activities.
<b>Use of contractors Incomplete / unsatisfactory workmanship</b>	6	Parish Council	All electricians used are NICEIC registered and contractors servicing gas appliances are GASSAFE registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed. Evidence of registration and licence is obtained. Work of all contractors is monitored by a nominated councillor	Design a record for monitoring activities.
<b>Use of Volunteers</b>	6	Parish Council/Members of the council	10 million public liability provided by Parish Council to cover activities by volunteers. Adequate risk assessments.	



## **POLICY FOR THE MANAGEMENT OF LEGIONELLA RISKS**

In recognition of its duty under the:

- Health and Safety at Work etc Act 1974 (HASWA)
- Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Banwell Parish Council undertakes to:

- Identify and assess the risk of legionella infection to its employees, contractors and visitors arising from the way the water systems over which the Council has control are operated, managed or designed.
- At all times comply with the Health and Safety Executive's Approved Code of Practice and Guidance Document L8, Legionnaires disease: The Control of Legionella Bacteria in Water Systems (ACOP)

The day-to-day responsibility for the implementation of this Policy at the Youth & Community Centre (YCC) is the Parish Clerk who will:

- Ensure that adequate resources are available for the formulation, monitoring and recording of appropriate procedures which comply with the ACOP.
- Ensure suitable arrangements are in place to identify and manage all water systems managed by the Council and assess them for the potential risk of legionella infection.
- Ensure that adequate resources are available to address any needs identified in the risk assessments and that the risk assessments are acted upon.
- Review the risk assessments and remedial measures implemented annually.
- Ensure that the established procedures are brought to the attention all persons affected by them.

All employees shall in undertaking their activities comply with this Policy and perform their duties in accordance with any information, instruction and training received.

### **UNDERSTANDING LEGIONNAIRES' DISEASE**

Legionellosis is the term used for infections caused by Legionella Pneumophila and other bacteria from the family Legionellaceae. Legionnaires' disease is a pneumonia that principally affects those who are susceptible due to age (over 50), illness, immunosuppression, smoking, lack of fitness etc and may be fatal. Legionellae can also cause less serious illnesses which can affect all people.

Infection is attributed to inhaling Legionella bacteria, in water droplets or aerosol which are small enough to penetrate deeply into the lung. Symptoms include muscle strain and headache followed by fever and chills. Infection with Legionella bacteria can be fatal in approximately 12% of Legionnaires' disease each year in the UK.

Legionella bacteria are widespread in natural sources of water. They may enter manmade systems where, under favourable conditions, they can multiply. Legionella bacteria can survive under a wide variety of environmental conditions and have been found in water at temperatures between 6°C and 60°C. Water temperatures in the range of 20°C to 45°C seem to favour growth. The organisms do not appear to multiply below 20°C and will not survive above 60°C. They can remain dormant in cool water and multiply only when water temperatures reach a suitable level.

Legionella bacteria also requires a supply of nutrients to multiply. The presence of sludge, scale, sediment, algae and biofilm play an important role in harbouring and providing favourable conditions in which the Legionella bacteria may grow.

If water droplets are created and dispersed into the atmosphere from systems containing Legionella bacteria, then people in the vicinity may be at risk. A number of factors are required to create a risk of Legionellosis:

- The presence of Legionella bacteria

Date: June 2024

Review Date: May 2026

- Conditions suitable for the proliferation of those bacteria
- A means of creating and disseminating an aerosol
- The presence of susceptible individuals

Conditions of favouring proliferation of Legionella re:

- Moisture
- Temperature between 20°C and 45°C
- Presence of nutrients and biofilm

The elimination of as many of these conditions as possible forms the basis for control of the risk. The prevention of risk requires elimination of the possibility of exposure to water spray.

## **LEGISLATION AND GUIDANCE**

In implementing this Policy Banwell Parish Council will use as a general source of practical help the following listed documents and their subsequent amendments:

- HSE Approved Code of Practice L8 (rev): The Control of Legionella Bacteria in Water Systems (ACOP)
- BS 6700:1997 Specification for Design, Installation, Testing and Maintenance of Services supplying water for domestic use within buildings and their curtilages.
- The Control of Substances Hazardous to Health Regulations 2002
- The Water Supply (Water Fittings) Regulations 1999, Statutory Instrument
- The Health and Safety at Work etc Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

## **MANAGING THE RISK: CONTROL REGIME**

Banwell Parish Council will, where appropriate, adopt the following control measures:

- Controlling the release of water spray
- A temperature regime where:
  - Hot water is stored at temperatures above 60°C and distributed above 50°C.
  - Cold Water is stored at temperatures below 20°C.
- Avoidance of water stagnation by:
  - Utilising mains pressure systems
  - Utilising pumped secondary returns.
  - Utilising un-vented water heaters and calorifiers
  - Removal of dead ends
  - Avoidance of the use of materials that harbour bacteria and other micro-organisms.
  - Maintenance of the cleanliness of water systems and the water in it, where necessary, cleaning and disinfection shall only be carried out by specialist UKAS contractors.

Use of Type 1 biocide treatment techniques; the application of low concentrations of chlorine or chlorine dioxide to a level allowed by drinking water standards to not only kill off Legionella and other bacteria but also the biofilm.

- Thermal disinfection following YCC shutdowns and holiday periods of over one week's duration by raising the temperature of the distribution system to 60°C for more than one hour and running each outlet for five minutes working back from the most remote outlet to the calorifier. Cold outlets shall be run with the respective hot outlet.
- Flushing of all WCs with lids closed following YCC shutdowns and holiday periods of over one week's duration.
- Routine sampling and microbiological monitoring of hot and cold-water systems is not necessary since systems are supplied with potable water. However, microbiological investigation shall be carried out when taste or odour problem are reported and when an outbreak is suspected or has been identified.

Analysis of water samples shall be undertaken by a laboratory accredited by the United Kingdom Accreditation Service (UKAS)

## **RISK ASSESSMENTS**

The Clerk shall arrange for annual risk assessments to be carried out on water systems for the YCC. The water services risk assessment will be carried out according to the provisions of the ACOP and shall identify all water related systems which could potentially create a risk to health.

## **MONITORING**

The Clerk shall put in place water temperature monitoring, cleaning, disinfection, and certification routines on water systems for the YCC. To comply with the ACOP regular monitoring, recording and review shall take place. **Bristol Water carried out a check in April 2024 and the water quality came back within a safe range.**

## **ACTION IN THE EVENT OF AN OUTBREAK**

Legionnaires' disease is not notifiable under public health legislation in England Wales. An outbreak is defined as two or more confirmed cases of Legionellosis occurring in the same locality within a six-month period.

The Health and Safety Executive (HSE) or the Local Authority Environmental Health Officer (EHO) may be involved in the investigation of outbreaks their aim being to pursue compliance with health and safety legislation.

The Local Authority or EHO may make a site visit in their search for the source of the outbreak. The Responsible person shall cooperate fully with the outbreak investigation team who may make the following requests:

- Shut down system capable of generating and disseminating airborne water droplets and keep them shut down until sampling and remedial cleaning is complete.
- Provide water samples from system before emergency disinfection is undertaken. Where necessary, chemical and thermal disinfection shall be carried out in accordance with the ACOP.
- Make operational records available for scrutiny.

Final clearance from the outbreak investigation team may be required to restart the water system.

## **PERIODIC AUDIT AND REVIEW**

When the Legionella Control Regime is fully implemented, periodic audits shall be conducted to confirm that the objectives are being achieved and to review any change in the control regime or systems that need to be made.

Parish Clerk shall annually consider:

- The efficiency of the Control Regime
- The adequacy of available resources
- The risk assessment
- The remedial actions
- The water temperature monitoring
- Training requirements
- New legislation
- The upkeep of the site log
- If necessary, the cleaning, disinfection and certification routines
- The completion of remedial works and remedial action sheets



## **War Memorial Policy**

### **1. Ownership**

Banwell Parish Council own and maintain the War Memorial and surrounding land. The Council is aware of the importance of the War Memorial to the local community and local sensitivities surrounding the placing of objects, and in particular Christmas trees, within the confines of the War Memorial site.

### **2. Public duty**

Banwell Parish Council has a public duty to ensure that any items placed on the War Memorial are not only safe but do not cause offence the wider community and to the families of those who gave their lives in service of their country.

### **3. Permitted use**

Aside from the placing of Remembrance Wreaths or similar remembrance articles, the placing of any holiday display, signage, Christmas tree, or any other similar structure on The War Memorial, West Street, is permitted only with the prior approval of Banwell Parish Council.

### **4. Approval**

To obtain approval, an application must be submitted to the Parish Clerk at least six weeks before the intended placing of any such article. Any application must include:

- What is intended to be placed
- Whether the article is to be lit, whether by mains or solar battery power
- Where exactly is/are the article(s) to be placed on the War Memorial
- Dates for which the display will be erected and then removed
- A copy of the applicant public liability insurance (if appropriate)
- Any article placed on the War Memorial must comply with current Health and Safety legislation.
- For any lit article, consideration must be given to the impact on adjoining neighbours.

### **5. Risk Assessment Requirements**

If any application relates to the placing of a Christmas tree or similar large item, the installation must comply with Banwell Parish Council Risk Assessment 11878 and Tree method Statement. Both documents are available from the Parish Clerk, Banwell Parish Council, Banwell Youth & Community Centre, Banwell, BS29 6DB. Email [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)

Non approved items will be removed without consultation.





## Banwell Parish Council Net Position by Cost Centre and Code

**Cost Centre Name**

<u>Cemetery &amp; Memorials</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Cem Grass Cutting				1,950.00	325.00	1,625.00
102	Cem paths / trees / garder				300.00		300.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00		5,000.00
105	Env Fee				2,045.00		2,045.00
106	Cemetery software				450.00		450.00
					<b>9,945.00</b>	<b>£325.00</b>	<b>9,620.00</b>

<u>Cemetery Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
110	Cemetery Income			256.13			256.13
111	Cemetery Bank interest						
					<b>£256.13</b>		<b>256.13</b>

<u>Clerk &amp; Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
201	Salary & NI				40,000.00	7,885.77	32,114.23
202	Clerk pension				2,400.00	420.69	1,979.31
203	Advertising				650.00		650.00
204	Insurance				2,300.00		2,300.00
205	Subscriptions inc ALCA &				3,000.00	1,455.09	1,544.91
206	Audit Fee				1,500.00	40.00	1,460.00
207	Legal Costs				600.00		600.00
208	Training Officers				900.00	675.36	224.64
209	Training Councillor				400.00	32.68	367.32
210	Grants & Donations				7,000.00	2,450.00	4,550.00
211	Chairmans Allowance				400.00	70.28	329.72
213	Bank Charges				200.00	6.00	194.00
215	Risk Assessments				180.00		180.00
709	Office Equipment inc Web				2,500.00	476.79	2,023.21
					<b>62,030.00</b>	<b>£13,512.66</b>	<b>48,517.34</b>

<u>Earmarked Reserves</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
214	Food bank			150.00	2,000.00	220.73	1,929.27	
504	CIL 2022/23							
505	CIL 2023/24							
506	Cil 2024/25							
718	Living Room			980.00		281.36	698.64	
808	Social Perscribing Grant					395.96	-395.96	
					<b>£1,130.00</b>	<b>2,000.00</b>	<b>£898.05</b>	<b>2,231.95</b>

<u>Environment</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>		
301	Allotment		1,647.88	1,647.88	1,647.88	1,647.88			
302	Env Grass Cutting				2,045.00	340.84	1,704.16		
303	Env Hedge / Fence / Tree				310.00		310.00		
304	Village Orderly		435.81	435.81	4,710.00	785.00	3,925.00		
305	Dog Bins				8,565.00	1,064.39	7,500.61		
306	Env Maintenance / Inspec				2,000.00	109.00	1,891.00		
307	Env Projects				5,000.00	798.75	4,201.25		
308	Env Grant		7,149.00		1,000.00		-6,149.00		
					<b>9,232.69</b>	<b>£2,083.69</b>	<b>25,277.88</b>	<b>£4,745.86</b>	<b>13,383.02</b>

<u>Highways</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

## Banwell Parish Council Net Position by Cost Centre and Code

**Cost Centre Name**

401 Street light power	3,000.00	443.90	2,556.10
402 Street light maintenance	3,500.00		3,500.00
403 Street light upgrade			
404 Highways related projects	8,000.00	370.31	7,629.69
	<b>14,500.00</b>	<b>£814.21</b>	<b>13,685.79</b>

**Income**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		Budget	Actual	Budget	Actual	Budget
501 Misc Income		200.00	115.51			-84.49
502 Annual Precept		122,646.03	66,800.10			-55,845.93
503 VAT						
		<b>122,846.03</b>	<b>£66,915.61</b>			<b>-55,930.42</b>

**Recreation Ground**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		Budget	Actual	Budget	Actual	Budget
601 Rec Grass Cutting				2,250.00	375.00	1,875.00
602 Rec Maintenance				8,600.00		8,600.00
603 Rec Tree & Fence Work				300.00		300.00
604 Rec Inspections				400.00	66.00	334.00
605 Rec Play Equipment & Be				5,000.00		5,000.00
				<b>16,550.00</b>	<b>£441.00</b>	<b>16,109.00</b>

**Youth & Community Centre**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		Budget	Actual	Budget	Actual	Budget
701 YCC upgrade				6,200.00	4,200.00	2,000.00
702 YCC repairs & maintenanc				2,900.00	696.23	2,203.77
703 YCC CCTV				800.00		800.00
704 YCC Electricity				1,800.00	77.75	1,722.25
705 YCC Gas				1,000.00		1,000.00
706 YCC water				600.00		600.00
707 YCC waste				300.00	19.00	281.00
708 YCC cleaning & supplies				2,700.00	494.48	2,205.52
710 YCC phone & wifi				700.00	95.24	604.76
711 YCC Grass cutting				1,125.00	187.50	937.50
712 YCC hedge, fence & tree \				500.00		500.00
713 YCC grants & donations		1,000.00				-1,000.00
714 YCC income		500.00	1,077.50			577.50
715 YCC Booking software				430.00	417.60	12.40
716 YCC Music Licence				600.00		600.00
717 YCC events refreshments				120.00		120.00
		<b>1,500.00</b>	<b>£1,077.50</b>	<b>19,775.00</b>	<b>£6,187.80</b>	<b>13,164.70</b>

**Youth Club**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		Budget	Actual	Budget	Actual	Budget
801 YC sessions				8,000.00	945.00	7,055.00
802 YC budget				400.00		400.00
803 YC extraordinary activities				3,000.00		3,000.00
805 YC subscriptions		600.00	123.55			-476.45
806 Tuck Shop		100.00	86.00	100.00	10.98	75.02
807 Youth Forum				200.00		200.00
		<b>700.00</b>	<b>£209.55</b>	<b>11,700.00</b>	<b>£955.98</b>	<b>10,253.57</b>

**NET TOTAL**

	<b>134,278.72</b>	<b>£71,672.48</b>	<b>161,777.88</b>	<b>£27,880.56</b>	<b>71,291.08</b>
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Banwell Parish Council**  
**Reserves Balance**  
**2024-2025**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Cemetery Reserves	103,917.24			256.13	104,173.37
Social prescribing grant	863.57				863.57
Food Bank	2,145.81		220.73	150.00	2,075.08
New Banwell Solar	2,339.36				2,339.36
CIL 22/23	64,986.16				64,986.16
Refreshments	46.05				46.05
CIL 2023/24	5,598.67				5,598.67
Community Living Room	-99.99		281.36	980.00	598.65
NSC Solar Panel Grant					0.00
CIL 2024/25					0.00
<b>Total Earmarked</b>	<b>179,796.87</b>		<b>502.09</b>	<b>1,386.13</b>	<b>180,680.91</b>
<b>TOTAL RESERVE</b>	<b>179,796.87</b>		<b>502.09</b>	<b>1,386.13</b>	<b>180,680.91</b>
<b>GENERAL FUND</b>					82,777.56
<b>TOTAL FUNDS</b>					263,458.47

**Bills for Payment - 20th April to the 15th May 2024**  
**Banwell Parish Council**

Method	Payee	Details	Gross Amount	Comments	Minute agreed	Power
<b>Already Paid</b>						The Parish Council
DD	YU	Streetlight Power £201.52 but we have £111.77 in credit)	£ 89.75		083/24	
DD	Mainstream	Phone and Broadband	£ 57.14		083/24	
DD	EDF	YCC Electricity	£ 20.74		083/24	
<b>To Pay</b>						
BACS	J K Gardening	Grass cutting & Village Orderly contract	£ 1,043.34		083/24	
BACS	Ambience Landscape	Dog Bin emptying	£ 648.07		083/24	
BACS	Insight Cleaning	YCC Cleaning	£ 232.00		083/24	
BACS	YMCA	Youth Club Sessions	£ 405.00	Awaiting invoice	083/24	
BACS	Clear Councils	Annual Insurance Premium	£ 1,819.00	1 of 3 years	080/24 (ii)	
BACS	GB Sport	Operational Inspection	£ 120.00		083/24	
BACS	Western Air Ambulance	Grant Awarded	£ 200.00		081/24	
BACS	Webglu	Quarterly Maintenance Charge	£ 273.90		083/24	
BACS	Banwell Handyman	Misc YCC repairs and maintenance	£ 389.00		YCC 16/24 (iii)	
BACS	Weston Rail Service	Quarterly Maintenance Charge	£ 1,050.00		083/24	
BACS	ICCM	Annual subscription	£ 100.00		051/24 (i)	
BACs	Nailsea Town Council	Project Management Training	£ 90.00		078/24	
BACs	SLCC	Creative community Engagement Training	£ 42.00		Clerk	
DD	Lloyds Bank PLC	Multipay charge & costs (zoom, food bank, office equipment, YCC misc items).	£ 213.98		various & 083/24	
BACS	Liz Shayler	Expenses (rolls, milk, printer cartridges)	£ 48.03		189/23(i) & Admin	
SO	Officer Salaries	Officer Salaries	£ 2,744.25		083/24	
DD	Nest	Pension contibutions	£ 182.84		083/24	
DD	Unity Bank	Bank Charges	£ 33.60		083/24	
BACS	HMRC	PAYE and NI	£ 745.36		083/24	
DD	North Somerset	YCC Waste Collection	£ 9.50		083/24	
		<b>Totals</b>	<b>£ 10,557.50</b>			

The Parish Council have resolved to use the General Power of Competence as of the 15th May 2023